



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

BOARD/COMMITTEE: Boxborough Finance Committee

DATE: Tuesday, January 31, 2023

TIME: 7:00PM

PLACE: Town Hall and zoom

In attendance: Becky Neville, Maria Neyland (chair), Gary Kushner (clerk), Tony Newton, Priya Sundaram

Via zoom:

Missing: Keshava Srivastava

Other: Kirby Littleton TV, Rob Littleton TV, John Markiewicz, Kelli Pontbriand

Meeting called to order by the Chair at 7:03 PM

Slight delay due to technical difficulties

Priya-present, Gary-present, Becky-present, Tony-present, Maria-present

Minutes for January 24, 2023

Becky moved to approve and Priya seconded

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

4-0-1

Budget

Police budget re: salaries/wages

The chief presented the budget. The chief did a 4 year review and found an average of \$16,000 overage per year. Confident on a .97% increase for the FT officers. A detective (Patriarca-sp?) received his master's degree in December which would increase by \$3,660 or \$957,401 Police total salary. The dispatcher was planned. Comfortable with OT as is. The lieutenant salary is up by 10% or step 11 but should be step 3 for new hire. Documented in the personnel plan for a new hire or within the department. The step above \$106K is step 11 or above a sergeant. Discussion re: is a lieutenant able to obtain access to the Quinn bill. The FinCom indicated that the chief will need to be able to explain the 10% increase at ATM. Total salary is 1.13%.



The fire department budget was discussed/presented by Chief Fillebrown and Capt. Malinowski. Salaries 2.31% before COLA. One EMT/FF passed his master's in emergency education. 2 per diem day and 1 per diem night positions are not filled per month. Callback/OT hours were updated to track actuals from FY22. Per diem callback lowered to 2750 hours. Removed PPE equipment and passed to the warrant. Step increases plus masters and additional EMT/FF. these numbers do not include any contracts once approved. The per diem rate is not yet adjusted by the personnel plan. Using \$23.51 from FY23 budget. Will pass the number of hours to Mike Johns. The Fire department other account is being increased as the amount was under planned in FY23 and currently overspent (covers ink, supplies, food for fire departments from other towns covering Boxborough). Certifications are covered and documented. \$37,196 plus health benefits for six months if warrant article passes with this amount being in the warrant. Gary asked about personnel plan for Per Diem and is covered in the 2.9% COLA but needs to include the Fire Dept hours.

The TA discussed some items. Mosquito control pricing had an increase (was estimating 2.5%). Was budgeting \$20,950 in FY24 and \$23,425 in FY23, but the new cost is a 0% increase at 34,800. The mosquito company has not yet billed the Town, but the spraying is not happening until the May timeframe. \$1449 listed as State payment, but not clear if State pays or Town pays.

No information to date on vocational schools. There is a difference between budget on the website and ATM warrant, but difference is between what was voted at ATM and STM. The FY23 budget includes all warrant articles and STM votes.

The Current budget is up 5% of which the schools (ABRS and Vocational) is 5.3% and rest of the budget is 4.6% which includes contracts.

The AB Regional School will be attending our FinCom meeting next week

Mike will spread out the 2.9% COLA and pass to Kelli to include in the budgets.

Mike asked about the community center and the number matches

Landscaping was \$6,000 but will be \$0. DPW will manage the cleanup in Fall and Spring

Ed is currently looking at cleaning services quotes

Legal at \$130,000 comfort level, Straw poll is that we are ok with the number. The TA goal is to move down to \$100,000 in future years.

Becky moved \$130,000 and Tony seconded, for 151 Legal budget line

Priya-aye, Gary-aye, Tony-aye, Becky-aye Maria-aye

Approved 5-0

Quick discussion on capital Saturday and try to get out by 12 if possible

Becky moved 119 total salary \$0 and other \$160 Tony Seconded



Priya-yes, Gary-yes, Becky-abstain, Tony -aye, Maria -aye
Approved 4-0-1

FinCom budget discussion on training. Maria attended the zoom training session
Becky moved 131 total salary of \$0 total of \$700 and Tony seconded
Priya-yes, Gary-yes, Becky-yes, Tony -aye, Maria -aye
Approved 5-0

Reserve fund based on 6%
Maria moved the reserve fund budget #132 total salary \$0 and total other to be .06 (or .6%) of total town budget minus the reserve fund and Tony seconded. We will vote the actual number prior to print
Priya-yes, Gary-yes, Becky-aye, Tony- aye, Maria -aye
Approved 5-0

Becky moved #171 total \$0 and total other \$1,700 and Tony seconded
Priya-yes, Gary-yes, Becky-aye, Tony- aye, Maria -aye
Approved 5-0

Becky moved #179 total Salary \$0 and total Other \$300 and Tony seconded
Priya-yes, Gary-yes, Becky-abstain, Tony -aye, Maria -abstain
Approved 3-0-2

Becky moved 196 total salary \$0 and total other \$17,200 and Tony seconded
Priya-yes, Gary-yes, Becky-aye, Tony- aye, Maria -aye
Approved 5-0

Becky moved 433 total salary \$0 and total other \$158,950 and Tony seconded
Priya-yes, gary-yes, Becky-aye, Tony aye, Maria -aye
Approved 5-0

Budget 491 cemetery moved by Becky Total Salary \$5,000 and Total Other \$2,300 and seconded by Tony
Priya-yes, Gary-yes, Becky-abstain, Tony -aye, Maria -aye
Approved 4-0-1

Becky moved 543 veterans Total Salary \$0 and Total Other \$35,875 and Tony seconded
Priya-yes, Gary-yes, Becky-aye, Tony- aye, Maria -aye
Approved 5-0



Becky moved budget #691 Historical commission Total Salary of \$0 and Total Other \$350 and Tony seconded
Priya-yes, Gary-yes, Becky-aye, Tony-aye, Maria -aye
Approved 5-0

Becky moved 692 public celebrations Total Salary \$0 and Total Other \$1,500 and seconded by Tony
Priya-yes, Gary-yes, Becky-aye, Tony-aye, Maria -aye
Approved 5-0

Becky moved 699 AB Cultural Council Total Salary \$0 and Total Other \$1,500 and seconded by Tony
Priya-yes, Gary-yes, Becky-aye, Tony-aye, Maria -aye
Approved 5-0

Moved to Policy discussion and led by Tony. Intent and purpose of document was reworded. Question on funds but owned by SB and TA. There was an agreement to review the funds. Revolving funds and potential for the recreation revolving fund to fund the recreation dept in future. Budget and RFT are in purview of the FinCom.
Did a first read of

Becky moved the budget policy and Priya seconded
Priya-yes, gary-yes, Becky-aye, Tony aye, Maria -aye
Approved 5-0
Tony will revise policy to remove draft

Becky moved the RFT policy as amended to add in “not to be used for warrant articles and Priya seconded
Priya-yes, gary-yes, Becky-aye, Tony aye, Maria -aye
Approved 5-0

Stabilization is currently at \$1.4M. Town policy and pass to TA and SB as draft recommendations.



OPEB reviewed and we want a minimum documented

Capital plan

The Town defines capital as \$5,000 to date

Capital project versus capital item. Include depreciation of an item. Will pass to the capital committee when it is formed.

Debt policy

Minimum cost of bonding vs a short term (BAN or Bond Anticipatory Note).

Comfortable moving the rest to TA for review.

Liaison

Personnel board met week of January 24 to discuss specials for police and DPW positions

Housing board on MBTA communities for 118 families. Identified town land property on hill road and near liberty fields. Road acceptance of Boxborough Meadows. Will require \$100,000 minimum to take over the road. Stow road property was discussed.

BLF met week of January 23. Mark Barbadoro provided a very good, detailed email. 2 OML because of the posting of the meeting.

School meeting for budget review is Thursday February 16 and Becky will attend. Gary cannot attend.

February 28 for warrant articles

Becky moved to adjourn and Tony seconded
 Priya-aye, Gary-aye, Becky-aye, Tony-aye, Maria-aye
 Approved 5-0
 Adjourned at 9:39PM

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	4-0-1	1/17/23 1/31/23
123	Salary	Executive Offices			
123	Other	Executive Offices			



131	Other	Finance Committee	\$700	5-0	1/31/23
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	\$130,000	5-0	1/31/23
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 1/31/31
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	3-0-2	1/17/23 1/31/23
182	Other	Economic Develop.			
192	Other	Town Hall			
196	Other	Facilities	\$0	\$17,200	1/31/23
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
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	\$158,950	5-0	1/31/23
490	Salary	Animal Inspector	\$1,015	5-0	1/17/23
491	Salary	Cemetery	\$5,000	4-0-1	1/17/23 1/31/23
491	Other	Cemetery	\$2,300	4-0-1	1/17/23 1/31/23
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	\$0		
543	Other	Veterans	\$35,875	5-0	1/31/23
610	Salary	Library			
610	Other	Library			
630	Salary	Rec Comm			
630	Other	Rec Comm			
670	Other	Steele Farm			
691	Other	Historical comm	\$350	5-0	1/31/23
692	Other	Public Celebrations	\$1,500	5-0	1/31/23
699	Other	AB cultural council	\$1,500	5-0	1/31/23
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

Minutes for January 24

Financial policy document

Policy draft document

Central mass mosquito control

Next meetings:

February 4 - capital Saturday

February 7 – school budget review

February 21 – sustainability and vote with salaries

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