



**Finance Committee
Minutes February 8, 2020
Meeting Room
Boxborough Public Library
427 Massachusetts Avenue
Boxborough, MA 01719**

FinCom Meeting

Members Present:

Gary Kushner
Becky Neville
Keith Lyons
Sachin Mathur
Ling Chen

Members Absent:

Others Present:

Jennifer Barrett
Sean Donahue
Ryan Ferrara
Susan Bak
Bob Stemple
Chief Paul Fillebrown
Wes Fowlks
Maria Neyland
Chief Warren Ryder
Ed Kukkula
May Brolin
Peishan Bartley
Elizabeth Markiewitz
Hilary Griven

Gary called meeting to order at 8:33am

Administrative Topics:

- Ryan reviewed agenda

Budget FY2021 Overview

- Ryan reviewed updates
 - DPW staffing vacancies – one position filled
 - Attempting to have all DPW employees to be skilled (CDL licensed)

- Working on Hauling/recycling contract so that we haul (potentially 65k savings)
- Street sweeping possibilities like getting together with other times to share in cost of a sweeper. Debris picked up would have to be disposed of properly.
- Mechanic Hours adjusted overall costs down by adding these hours
- Snow & Ice FY2020 – we are in good shape (83k/200k)
- School Debt – 75m bond. Hope Interest rates are around 2%. Cost per house could be down to approximately \$290 per household
- Safer Grant – FT Fire headcounts
- Budget is at V4 – net change of \$544,265 (down)

Capital Saturday:

- Overview by Ryan with budget at 2,660,100 of which 1.5m in Liberty Field Project
- Fire
 - QRAE III Replacement of gas monitors – needs to replace 3 (7 yr. life expectancy)
 - ToxiRAE 3 monitors – CO2 monitors. 1 for each fire fighter bags, 5 total
 - Rad-57 Pulse CO-Oximeter – purchase 2 for checking people for CO2 exposure levels (10 yr. life expectancy)
 - \$22,500 Capital for all monitors above
 - Firefighter PPE – 5 sets – 20k
 - Wildland PPE – 5 sets – 5k
 - PPE proposal will be increased to 40k if Safer Grant adds 4 new fire fighters
 - Potential to be approached in future year for Tactical vests to protect fire fighters from bullets
 - Gary asked if new ambulance is in. It has been delayed to late Feb or March.
 - Chief presented staffing overview including Safer Grant proposal
- Police
 - FY20 ATM Article 16 – update
 - Article currently on hold because engineering firm made major error on both cost of survey as well as the actual installation of a new system
 - Radar Equipment – request to replace 5 units at \$21.1k
 - Existing assets are 10+ years old
 - Police Cruiser (55k)
 - Public Safety Records Mgmt System Upgrade (104k)
 - Software is 21 years old
 - Cost to replace is estimated to be 225-250k
 - Wes asked about differences between upgrading new system and going new including API inoperability
- Public Works
 - 6-wheel dump truck with spreader (215k)
 - Replace at 15-yr lifecycle expectancy
 - DOT and General uses
 - Cost to repair existing at 60.7k and Ed recommends new
 - Standby Generator
 - Installation of 20-yr old used one (20k) vs. purchase of new (65k)
 - Fuel Monitoring System (25k)
 - 15-yr asset lifecycle
 - Meets/required by DEP and EPA requirements
 - Current tank is double walled plastic (inground)

- Infield Groomer (21k)
 - 15-yr asset lifecycle
 - Main use on baseball fields
 - Tractor and two attachments
- Paving (300k)
 - Planned in FY21 (564k) – Sargent and Littlefield
 - Planned in FY22 (513k) – Davison, Colonial Ridge, Osceola, Whitcomb, Old Orchard
 - Considering Bonding of 1m to take advantage of interest rates and get all roads planned in FY21 and FY22 completed
- Library
 - Computer Replacement (7.5k)
 - Budget is 15k however Library will request ½ from ATM and the other ½ to be covered by Library's State Aid
- CPA
 - Library Brick Patio Renovation and Expansion (35k)
 - Total budget 55k
 - CPA funding requested at 35k
 - Blanchard School Bridge (54k)
 - Total Budget 139,325
 - Grants funding in place for 85,315
 - Grant funds must be used by Dec 2020
 - CPC funds requests 54k
 - Maria expressed concerns about the explosion of costs for this project
 - Liberty Field Improvements (250k)
 - CPA funds requested 250k
 - Total project cost is 1.5m (1.25m would be bonded) includes 7.5% inflation and 20% contingency
 - Two side by side warrant articles likely (CPC and Bonding)
 - Gary asked if electrical conduit (tennis and basketball) is factored into estimate in the event town decides a later date to add lights. Costs and concerned from surrounding community may not allow for this.
 - Seeking approval at ATM.
 - Ling asked about costs of supporting the site post project completion.
- Debt
 - Discussed need to fund 734,900 from ATM18 and 800,000 from ATM19 and consideration to roll capital for ATM this year to bonding
- Other Capital Items
 - Moving out expenditure for Inspectional Services Vehicle to later year
 - Landscaping to town hall being reevaluated
 - IT: PC and Servers recurring hardware refresh
- Review of Other Potential Warrant Articles includes but not limited to:
 - Commercial Appraisal's
 - Residential Reevaluation Consulting (may not make it in for ATM)
 - Transfer to Stabilization
 - Transfer to OPEB
 - Closing out Capital Projects

Documents distributed or referred to:

- Capital Saturday PowerPoint Presentations
- Handouts:
 - FY2021 Capital Book including Agenda
 - Hager Bridge Budget Overview

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. 001-122-5306-000
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
Abatement appraisal for Regency	\$6,000	\$107,350	1/13/2020	UMAS Acct. 001-141-5306-0000
State representative resigned. Special election for March. Can combine with Presidential primary.	\$3,350	\$104,000	1/13/2020	UMAS Acct. 001-162-5125-0000 \$1,850 & 001-162-5243-0000 \$1,500

Upcoming meetings:

- February 24 – joint meeting with BSB on Safer
- February 27

Becky called to adjourn at 12:00, Keith seconded. All in favor

Respectfully submitted,
Keith Lyons