



**TOWN OF BOXBOROUGH  
NOTICE OF PUBLIC MEETING  
Meeting Minutes**

**BOARD/COMMITTEE:** Finance Committee  
**MEETING DATE:** February 27, 2020  
**TIME:** 7:00pm  
**PLACE:** Hillberg Meeting Room  
Boxborough Town Hall  
29 Middle Road  
Boxborough, MA

**Members Present:**

Gary Kushner  
Becky Neville  
Keith Lyons  
Ling Chen  
Sachin Mathur

**Members Absent:**

**Other Attendees:**

Jennifer Barrett  
Cindy M.  
John M.

Gary called meeting to order at 7:01pm

**Planning Board Review**

- Cindy joined to discuss 6 warrant articles
  - Amend definitions – addition of specialty food shop
  - Common Parking areas – table and language changes
  - Lighting regulations for illumination – no additional prohibitions, language/definitions changes. Commercial entities off by 11pm
  - Location of districts – Town Center – portion of lot, 2 parcels, Ag/Reg
  - Citizen petition – Definition of life sciences & prohibition of animal testing
  - Stormwater Bylaw (new) – EPA driven. Becky will ask Simon for financial impact

**Recurring Topics:**

- Budget Reviews
  - 123 – increased Total Salary \$1,985 - Becky moved, Keith second, 5-0

- 135 - reduced Total Salary \$1,490 – Finance Director to a stipend. Becky moved, Keith second, 5-0
- 156 - increased stipend on total salary - \$7,500, Becky moved, Keith second, 5-0
- 156 – increased total other \$184,500 - Becky moved, Keith second, 5-0
- 210 – Keith and Becky covered Warren’s budget memo summarizing changes from FY20
- 210 - total salary \$1,344,690 - Becky moved, Keith second, 5-0
- 210 - total other \$209,415 - Becky moved, Keith second, 5-0
- 215 - total salary \$347,660 - Becky moved, Ling second, 5-0
- 215 - total other \$54,425 - Becky moved, Keith second, 5-0
- 220 - total salary \$950,555 - Becky moved, Keith second, 5-0
- 220 - total other \$136,010 - Becky moved, Keith second, 5-0
- 241 - total salary \$85,300 – Becky moved, Keith second, 5-0
- 241 - total other \$15,715 - Becky moved, Keith second, 5-0
- 292 – total salary \$16,885 – Becky moved, Keith second, 5-0
- 292 – total other \$4,385 – Becky moved, Keith second, 5-0
- 300 - total salary \$1,600 – Becky moved, Keith second, 4-0-1
- 310 - total other \$265,225 - Becky moved, Keith second, 5-0
- 311 - total other \$47,820 - Becky moved, Keith second, 5-0
- 312 - total other \$110,275 - Becky moved, Keith second, 5-0
- 320 - total other \$12,230,730 - Becky moved, Keith second, 5-0
- 422 - total salary \$611,600 - Becky moved, Keith second, 5-0
- 422 - total other \$144,460 - Becky moved, Keith second, 5-0
- 423 - total salary \$64,970 - Becky moved, Keith second, 5-0
- 423 - total other \$135,710 - Becky moved, Keith second, 5-0
- 424 – total other \$3,000 - Becky moved, Keith second, 5-0
- 425 – total other \$41,615 - Becky moved, Keith second, 5-0
- 429 – total other \$87,175 - Becky moved, Keith second, 5-0
- 431 – total other \$10,000 - Becky moved, Keith second, 5-0
- 433 – total other \$120,400 - Becky moved, Keith second, 5-0
- 491 – total salary \$5,000 - Becky moved, Keith second, 5-0
- 491 – total other \$500 - Becky moved, Keith second, 5-0
- 511 - total other \$45,700 - Becky moved, Keith second, 5-0
- 543 - total other \$46,715 - Becky moved, Keith second, 5-0 (1,670 change, 16% increase, revote)
- 610 - total salary \$259,800 - Becky moved, Keith second, 5-0 (revote change 3,775 salary)
- 610 - total other \$166,050 - Becky moved, Keith second, 5-0 (had to match salary)
- 710 - total other \$735,000 - Becky moved, Keith second, 5-0
- 751 - total other \$213,485 - Becky moved, Keith second, 5-0
- 912 – total other \$199,545 - Becky moved, Keith second, 5-0 (reduced workers comp and liability insurance)
- 915 - total other \$1,004,730 - Becky moved, Keith second, 5-0 (46 employees, 46 retired)

- Warrant Articles
  - Adm1 - Town Officers – Becky moved, Keith second, 5-0
  - Adm3 – Set Salaries & Compensation – Becky moved, Keith second, 5-0
  - Adm4 – Personnel Plan – Becky moved, Keith second, 5-0
  - Adm5 – Budget – Becky moved, Keith second, 5-0
  - Cpa1 – Reserves - Becky moved, Keith second, 5-0
  - Cpa2 – library patio - Becky moved, Keith second, 5-0
  - Cpa3 – North Cemetery - Becky moved, Keith second, 5-0
  - Cpa4 – town clerk records - Becky moved, Keith second, 5-0
  - Cpa5 – Hager bridge - Becky moved, Keith Second, 1-3-1 not approved (Sachin, Keith)
  - Cpa6 – liberty field total cost w/ funding mechanism 1.5m - Becky moved, Keith second, 5-0
    - One member of board is upset because lack of softball fields not be addressed
  - Cpa7 – rental assistance - Becky moved, Keith second, 5-0
  - Cpa8 – regional housing - Becky moved, Keith second, 5-0
  - Cpa9 – flerra water supply - Becky moved, Keith second, 4-0-1
  - Cpa10 – conservation trust transfer - Becky moved, Keith second, does not recommend 2-3
  - 156-2 – cable budget - Becky moved, Keith second, 5-0
- FinCom report for Town Hall
  - Gary reviewed the draft submission for the 2020 ATM Town Report with the team
  - Jennifer proposed that it may be a good idea to study who reads the town report and see if people read it and if there was a possibility to make it smaller
  - Becky moved to approve, Gary seconded, 5-0

**Administrative Topics:**

- Meeting Minutes
  - None ready

**Liaisons:**

- School building updates from Gary

**List of Exhibits used, if any**

- Town report draft
- Budget Book v4
- Agenda
- Police Memo – “Preliminary – Draft FY21 Police Budget V3”

**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:**

- March 2 – 7:30
- March 5 – 7:30

Becky called to adjourn at 9:38, Keith seconded. 5-0 all in favor.

Respectfully submitted,  
Keith Lyons