



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

BOARD/COMMITTEE: Boxborough Finance Committee

DATE: Tuesday, March 21, 2023

TIME: 7:00PM

PLACE: Town Hall and zoom

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

Via zoom: Priya Sundaram

Missing: Keshava Srivastava

Other: Kirby Littleton TV, Rob (LTV), Mike Johns (TA)

Meeting called to order by the Chair at 7:01 PM

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

Budget discussion led by the TA.

DPW added \$9,000 to director salary line per the proposed new 3 year contract to cover discussions underway.

Becky moved to increase 422 DPW total salary \$688,856 and Tony seconded

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

Approved 5-0

Kelli added \$35,000 to Minuteman vocational school budget.

Becky moved 300 \$331,790 and Tony seconded

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

Approved 5-0

Fire department budget

\$6,000 to screen for fire department replacement to total other. The chief will retire at end of June. Very sorry to hear this.

There will be a special with in the ATM for \$6,000 in free cash to cover consulting services for an assessment center in May to cover the review for a replacement chief. Covers writing, skills, day to day activities, etc. covers fire, emergency director. The SelectBoard will open the warrant to add this item to the STM within the ATM.

Will vote the budget with the addition of vocation and DPW. Expect to be part of the consent agenda for STM (articles 2 through 5)



Becky moved \$6,000 for assessment and Tony seconded
 Priya-aye, Gary-Aye, Becky-aye, Tony-aye, Maria-aye
 Approved 5-0
 The FinCom approves

The budgets for 192 changed over the last 3 years as we moved admin to individual budgets and rolled up electricity

Total budget is \$25,892,289 (4.9% increase) with vocation in and DPW in and \$6000 for assessment not in.

Becky moved total budget \$ and Tony seconded
 Priya-aye, Gary-Aye, Becky-aye, Tony-aye, Maria-aye
 Approved 5-0

Rajon is looking into the regional vocational transportation reimbursement.

Veterans agent did not have a place to sit. Will be situated at the church to meet with veterans.

Newsletter being put together to be included in the action unlimited on a regular basis.

Minutes for March 7 and March 14
 Becky moved as amended for RFT legal

Priya-aye, Becky-aye, Tony-aye, Maria-aye, Gary-aye
 Approved 5-0

Reviewed FinCom slides

	FY24 Proposed	FY23 Final	Inc.
Operating Budget	\$25,868,289	\$24,674,420	4.8%
Warrant Articles (R&A)	\$260,720		
Total	\$26,129,009	\$24,674,420	5.9%

Town Valuation	\$1,475,569,221	\$1,475,569,221	
Levy Limit			
Tax Rate	16.35%	15.52%	

Town Valuation at 2023 level



Need to validate the FY23 final and if it includes warrant articles

TNC for \$155 or \$355 is the funds from Uber/Lyft fees.

Include the overlay (\$600,000)

Discussion on tax calculation, but do not know the Town valuation or average house price for FY24.

FinCom presentation:

The FinCom did a pass of the slides and determine which we wanted to include and those to move to back up.

Currently at 13 slides with 10 moved to the back.

Brief discussions on the policies. Discussion on debt as a percentage of the budget.

Planning board – Gutierrez seeking to build

School budget approved and locked

School building project on schedule, but Softball field will not be available for a year to allow grass to mature.

Housing board looked at Stow road. Reaching out to habitat for humanity and impacted by the Tree zoning bylaw to clear cut 6 acres

Becky moved to adjourn

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

Approved 5-0

Adjourned at 9:13PM

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	\$344,593	5-0	2/21/23 2/28/23
123	Other	Executive Offices	\$63,509	5-0	2/21/23
131	Other	Finance Committee	\$700	5-0	1/31/23
135	Salary	Town Accountant	\$97,503	5-0	2/21/23
135	Other	Town Accountant	\$45,900	5-0	2/21/23
141	Salary	Town Assessor	\$120,800	5-0	2/21/23 2/28/23
141	Other	Town Assessor	\$32,445	5-0	2/21/23



145	Salary	Treasurer Collector	\$119,888	5-0	2/21/23
145	Other	Treasurer Collector	\$29,200	5-0	2/21/23
151	Other	Legal	\$130,000	5-0	1/31/23 2/21/23
152	Other	Personnel Board	\$345	5-0	1/17/23
156	Salary	Technology	\$7,500	5-0	2/21/23
156	Other	Technology	\$216,000	5-0	2/21/23
162	Salary	Town Clerk	\$114,262	5-0	2/21/23 2/28/23
162	Other	Town Clerk	\$14,052	5-0	2/21/23
171	Other	Conservation Comm	\$1700	5-0	1/17/23 1/31/31
174	Salary	Land Use and Permitting	\$290,793	5-0	2/21/23 2/28/23
174	Other	Land Use and Permitting	\$21,200	5-0	2/21/23
175	Salary	Planning Board	\$5,913	5-0	2/21/23
175	Other	Planning Board	\$7,942	5-0	2/21/23
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.	\$4,250	5-0	2/21/23
192	Other	Building and grounds	\$241,100	5-0	3/7/23
196	Other	Facilities	\$0	\$17,200	1/31/23 2/21/23
199	Other	Sustainability Com	\$950	5-0	1/17/23
210	Salary	Police	\$1,487,904	5-0	2/21/23
210	Other	Police	\$129,683	5-0	2/21/23
215	Salary	Dispatch	\$412,033	5-0	2/21/23
215	Other	Dispatch	\$61,300	5-0	2/21/23
220	Salary	Fire	\$1,208,112	5-0	2/21/23
220	Other	Fire	\$126,983	5-0	2/21/23
292	Salary	ACO	\$18,706	5-0	1/17/23 2/21/23
292	Other	ACO	\$5,197	5-0	1/17/23
300	Salary	School committee	\$1,600	5-0	1/17/23 3/7/23
310	Other	Minuteman and Assabet and Nashoba	\$331,790	5-0	3/7/23 3/21/23



311		gone			
312		gone			
320	Other	ABRSD and school committee	\$13,944,299	5-0	3/7/23
422	Salary	DPW	\$688,856	5-0	2/21/23 2/28/23 3/21/23
422	Other	DPW	\$227,640	5-0	2/21/23 2/28/23
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	\$3,900	5-0	3/7/23
425	Other	Hager Well	\$64,700	5-0	3/7/23
429	Other	Fuel moved to DPW	\$	5-0	2/21/23
431	other	Hazardous Waste	\$0	5-0	2/28/23
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	\$600	4-0-1	2/21/23
511	Other	Board of Health	\$69,103	4-0-1	2/21/23 2/28/23
529	Salary	Community service	\$53,950	5-0	1/17/23 2/28/23
529	Other	Community service	\$8,415	5-0	1/17/23
541	Salary	COA	\$78,767	5-0	2/21/23 2/28/23
541	Other	COA	\$10,950	5-0	2/21/23
543	Salary	Veterans	\$0		
543	Other	Veterans	\$35,875	5-0	1/31/23
610	Salary	Library	\$288,632	5-0	2/28/23
610	Other	Library	\$109,275	5-0	2/28/23
630	Salary	Rec Comm	\$54,983	5-0	2/21/23 2/28/23
630	Other	Rec Comm	\$13,225	5-0	2/21/23
670	Other	Steele Farm building and grounds—rolled			



		into building and grounds			
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	\$1,334,132	5-0	2/21/23
751	Other	Debt interest – moved to 710	\$		
830	Other	County retirement Assessment	\$1,245,470	5-0	2/21/23
912	Other	Other insurance	\$230,000	5-0	2/21/23
915	Other	Employee benefits	\$1,186,600	5-0	2/21/23
132	Other	Reserve fund	\$155,000	5-0	3/7/23
	Total		\$25,892,289		

Exhibits used:

FY24 Town budget
 Minutes for March 7
 Minutes for March 13
 warrant for ATM
 FinCom presentation

Next meetings:

April 4
 April 18
 May ATM – each day

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
Legal	expenses	\$17,589.73	\$79,547.75	Approved February 7
Legal	expenses	\$6,473.70	\$73,074.05	Approved on March 14, 2023
Library	Heating expenses for gas	\$3,454.00	\$69,620.05	Approved on March 14, 2023