



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

BOARD/COMMITTEE: Boxborough Finance Committee

DATE: Tuesday, May 2, 2023

TIME: 7:00PM

PLACE: Town Hall and zoom

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

Via zoom: Priya Sundaram, Keshava Srivastava

Missing: none

Other: Kirby Littleton TV, Rob Littleton TV, Mike Johns (TA), Kelli Pontbriand, John Connor and Susan Bak

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

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

No citizen concerns

Minutes for April 18, 2023 were not covered and will be reviewed at next meeting

RFT for legal

\$18,149.01 request with explanation but did not include the PI expenses

Tony moved to approve and Gary seconded

Priya -aye, Keshava-aye, Gary-aye, Becky-no, Tony-aye, Maria-aye

Approved 5-1

RFT for library

\$6,500 for boiler

Gary to look at the capital plan for the boilers

Becky moved to approve \$6,500 and Tony seconded

\$1,600 in HVAC for SW available

Total other still available is \$15,601.05 with \$12,000 for materials

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

Approved 6-0

Chart below as provided by the TA is what the FinCom started with prior to changes



Budget		
Budget 300 Vocational		
Current Total Tuition	\$ 220,000.00	Assebet: 1 student @\$18,945 (2 students on the waitlist)
New Total Tuition	\$ 154,961.00	Nashoba: 2 Student @\$18,832
Decrease Total Education Other	\$ (65,039.00)	Minuteman 3 students @32,784 this includes the SPED and Capital fee
Budget 210 Police		
Current Police Chief Salary	\$ 165,873.00	
NEW Police Chief Salary	\$ 149,000.00	
Increase Lieutenant Salary Line	\$ 4,000.00	
Decrease Salary line	\$ (12,873.00)	
Current Total Salary	\$ 1,487,904.00	
NEW TOTAL SALARY	\$ 1,479,031.00	
Increase Conferences and Training	\$ 4,000.00	
Current Total Other	\$ 129,683.00	
NEW Total Other	\$ 133,683.00	
Budget 156 Technology		
Current total Salary	\$ 7,500.00	
NEW Total Salary	\$ -	
NEW Total Technology	\$ 216,000.00	
Budget 215 Dispatch		
Current total Dispatch salary	\$ 412,033.00	
Increase Dispatch Salary FT	\$ 12,000.00	
New total Dispatch Salary	\$ 424,033.00	
Current Budget	\$ 25,892,289.00	
Budget 300	\$ (65,039.00)	

Discussion on students at vocational schools. Tony recommended and Priya agreed that we should have 2 seats based on Nashoba pricing at \$37,890 and the total education, other will be a reduction of \$27,149.

Becky moved Total Other budget 300 at \$304,641 and Tony seconded. Tony will manage the budget at this meeting.

Minuteman = \$98,352

Assabet – \$56,835

Nashoba = \$37,664

Total Other \$304,641

Total education \$306,241

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



Approved 6-0

Becky Moved Total Education \$306,241

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

Approved 6-0

Police salary

\$165,473 original

\$149,000 new contract for chief

Removed \$7,500 for technology stipend

Police lieutenant to go to \$109,027 from \$106,051 (per personnel plan) step 10 or an increase of \$2,976

New Police total salary is \$1,474,007

Becky moved total salary for budget 210 at 1,474,007 and Tony seconded

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

Approved 6-0, but number is not correct per TA after checking as Chief has \$4000 2x per year deferred compensation.

Correct total salary is \$1,478,007 and Tony second

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

Approved 6-0

Conferences requires \$4,000 per Chief contract

Becky moved total other for 210 at \$133,683 and Tony seconded

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

Approved 6-0

Becky moved budget 156 Total Salary to be \$0 and Total Technology \$216,000 and Tony seconded

Removed \$7,500 for stipend

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

Approved 6-0

Dispatch

TA provided an update on dispatch. Utilizing police as dispatchers but paid at overtime rate. Lost 2 dispatchers and 1 supervisor. 1 FF also trained. Utilizing Nashoba dispatchers where calls are then dispatched to Boxborough. Require full 911 where our police/EMT/FF are not



fully trained. State has approved our short term plan. No charge from Nashoba for 60 days.
Town needs to determine at ATM which way to go.

Increase dispatch salary full time to \$424,033

Becky moved \$424,033 and Tony seconded and total dispatch is \$485,333 and Tony seconded
Priya-aye, Gary-aye, Keshava-aye, Becky-aye, Tony-aye, Maria-aye
Approved 6-0

New total is \$25,869,743 but number didn't match so worked it.

Fire total other \$126,983 which is what Tony had \$25,863,743

Issue with fire other for \$1,800 vs \$7,800, we voted \$126,983 on February 21

\$25,863,743 is the correct end budget

Becky moved total budget \$25,863,743 and Tony seconded for a total increase 4.8%

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

Approved 6-0

The motion will be appended to include the changes made tonight.

Revote article 7 for the fire contracts

3-year Contract Highlights

- Term of 7/1/2022 – 6/30/2025
- Christmas & Thanksgiving 'Order-ins' paid at double time
- New hires after 7/1/2023 capped at 150 sick day accumulation
- New hires after 7/1/2023 pay 30% of HMO plan/Town cover 70%
- Bereavement Leave increased by one day
- Moderate increase in private detail rates; 4-hour minimum pay
- Stipends of \$260/year for certain advanced certifications beyond the requirements of job
- COLA: 2.25% FY23 (retroactive), 3% FY24, and 3% FY25
- Health insurance opt out payment with proof - \$2400/year
- Drug & Alcohol policy working group agreement (this Union only)
- Union responsible to notify Town of desire to renegotiate by October 1st of the year prior
- (informal agreement to finalize tentative agreements by end of March (a month prior to ATM)
- Cost of new contract - \$16,818.00 in FY23 (retro), \$27,516.00 in FY24, and \$28,061.00 in FY25

+

Becky moved to recommend article 7 and Tony seconded

The motion will be to fund FY23 out of free cash and future years for raise and appropriate.

\$16,818 will be free cash for current year (FY23) and FY24 and FY25

\$.02 per 1000 and \$14.26 for average price house

Gary to do the recommendation

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



Approved 6-0

Mary Brolin asked at BLF about a live Excel spreadsheet at ATM to show Town as accounts change.

Rajon/Kelly Dealing with motion, timer
There is only 1 available system to be shared
If required then will look at a future year.

Keshava asked about water resources and Littleton Town meeting. Littleton voted to approve assuming that Boxborough approves the MOA by July 1. Keshava asked about PFAS. Plastics and fire fighting foam and class action. PFAS limits decreased.

Planning board – 1414 Mass Ave 3 building informational meeting with 25-30 in room with others in zoom. Planning board is drafting letter to MEFA.

Gary talked about BBC with police station review and location for building

Sustainability committee met

Becky moved to adjourn and Tony seconded
Priya-aye, Gary-aye, Becky-aye, Maria-aye, Tony-aye, Keshava-aye
Approved 6-0
Adjourned at 8:50PM

Exhibits used:
FY24 Town budget
Minutes for April 18
warrant for ATM

Next meetings:
May 8 ATM
May 9 ATM
May 10 ATM
July 11 ATM
August 15



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	\$6,950	\$103,050	Approved December 20 2022
Legal	expenses	\$6,362.52	\$96,687.48	Approved on January 3
Legal	expenses	\$17,589.73	\$79,097.75	Approved February 7
Legal	expenses	\$6,473.70	\$72,624.05	Approved on March 14, 2023
Library	Heating expenses for gas	\$3,454	\$69,170.05	Approved on March 14, 2023
Legal	Legal expenses	\$11,094.88	\$58,075.17	Approved on April 4, 2023
Library	Heating bills	\$1,430	\$56,645.17	Approved on April 4, 2023
Library	Heating bills	\$1,149.34	\$55,495.83	Approved on April 18 2023
legal	Legal expenses	\$18,104.41	\$37,391.42	Approved on May 2, 2023
Library	Heating bills	\$6,500	\$30,891.42	Approved on May 2, 2023