



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

BOARD/COMMITTEE: Boxborough Finance Committee

DATE: Tuesday, September 5, 2023

TIME: 7:00 PM

PLACE: Town Hall Morse-Hilberg Room and zoom/hybrid

In attendance: Maria Neyland; Becky Neville; Gary Kushner; Tony Newton; Bob Stemple; and John Connor

Missing: Keshava Srivastava

Other: Rob (LTV); Kirby (LTV); Susan Bak; Captain Gray (Fire); Alec Wade (planning); chief Szewczyk; Captain Malinowski (fire); Mark White (Planning)

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

John Connor -present, Gary-present, Bob-present, Becky-present, Tony Maria-present

Fall Town Meeting presentations/discussions:

Captains Jason Malinowski and Sean Gray – re: tender

The grant for the tender is still in review. Boxborough has not heard either way, but we made it through the initial review. At ATM we were told we had made step 1 and removed the request so we would stay in the process. Request for FTM would be \$560,000 minus \$28,000 from previous 2 town meetings (free cash) in case we do not receive the grant. Would most probably not receive the tender for 2 years once the order is placed with the manufacturer, and we do not pay for the tender until we pick up and approve the tender. The town appropriated \$20,000 and \$8,000 from two previous ATMs. Would lock in the prices prior to price increase expected next year. If we receive the grant, then we cannot sell the hose wagon. The hose wagon still has value and can sell if we have to purchase the tender.

Chief Szewczyk -K9 proposal.

Earlier in the day there was an issue with an incident at the hotel (assault) using police dogs from other towns. The chief is recommending that the Town approve a K9 unit. Not looking for a bite dog but tracking and community activities. Becky recommended that the community policing item be primary for FTM. The dog can be cross trained for tracking and smell. \$27,800 FY25 cost to the Town for 28 8-hour shifts. The dog belongs to the Town. There are officers interested in being part of the program. The dog/handler are a team. We would expect that handler to stay in the force for an extended period. Discussion on why FTM vs.



ATM and the chief would like to accelerate the process. Donations/fund raising are already discussed. The article provides the upfront capital to start the process. Believe the union would support. Becky will write the Pro and Tony will write the Con. The chief will come back on the 19th to discuss the donations further. Expecting that this would be a free cash item.

Expenses Associated With A K9 Unit

Cost Drivers

Warrant Article

K9		
K9 Training Academy		
Daily Training: Officer 91 Days	\$5,429.97	April, May, June (91 Days) at average OT rate of \$ 59.67.
28 Shifts (6 weeks of training coverage)	\$13,366.08	Shift coverage of 28 shifts at average OT rate of \$ 59.67.
Food	\$754.00	Based on a yearly total of \$ 3,016.00.
Equipment	\$750.00	Based on a yearly total of \$ 3,000.00.
Veterinarian		
Vehicle Outfitting	\$6,000.00	Outfitting existing vehicle.
Total Warrant Article	\$26,300.05	

FY25 Cost Estimates

Daily Training Officer 365 Days	\$21,779.53	365 days at an average OT rate of \$59.67.
Food	\$3,016.00	Based on a yearly total of \$ 3,016.00.
Equipment	\$3,000.00	Based on a yearly total of \$ 3,000.00.
FY25 Cost Estimate Total:	\$27,795.53	



Unpaid bill:

In FY2019 a bill was paid for the Taser leasing. Another bill was received in May 2020. The second bill was paid in FY21. Another bill from FY21 was paid in FY22. The FY23 bill was paid. The FY22 was not paid. The June 2022 bill was not paid for \$11,520. This would be funded by free cash. Training for use of the Tasers is separate. The leasing contract was approximately for \$55,000 over 5 years.

Alec Wade for planning articles:

Funding for a western Boxborough traffic study; covering Codman, Swanson, 495, Exxon/Dunkin Donuts and Paddock estates for \$20,000. Would expect recommendations to come out of the study. Becky asked about the MA DOT study and potential rotary (delayed) and the bridge replacement. The MA DOT study will be limited and only covers the bridge. There was a traffic study for the Cisco campus but that was 20 years ago. Gary asked about the age of the study and Alec indicated it should be good for years. Combination of type and volume of traffic and case study including heavier trucks and time of day. Couldn't the companies doing the proposals to the planning board be required to do the traffic study. Applicants cannot be required to go beyond the boundaries of the project. The planning board has not yet discussed the traffic study but will be doing so on September 6. Would prefer to start the process sooner than wait for ATM. The article suggested free cash, but we do not yet know the free cash availability.

Zoning bylaw amendment, the public hearing has not yet occurred on the commercial dump. Commercial dump was in a different section and not legal per the State. Would be a special permit for industrial only by (PB) planning Board. Gary asked about the transfer station (municipal and not covered) and the asphalt business.

Becky moved to recommend the zoning bylaw and Bob seconded
John-aye, Gary-aye, Bob-aye, Becky-aye, Tony-aye, Maria-aye
Approved 6-0

Regional transit driver to be discussed on the 19th of September

John Connor asked about the FinCom recommending each article. The FinCom bylaw states that the FinCom must provide a recommendation on each article even if the recommendation is to defer to Town meeting.

Assistant accountant discussion based on previous discussion regarding a full-time accountant. Have an admin 19-hour position which does not include health benefits. This new position would be a 32-hour position with health benefits. Not currently on personnel plan and would require a separate article. Would potentially block a full-time accountant. John asked about



the job responsibilities. Comment that there was a budget for a full-time person. We should advertise.

Water resource to utilize the \$30,000 previously voted and transfer to a new article.

Minutes for August 15 moved by Becky and seconded by Bob John-aye, Gary-aye, Bob-aye, Becky-aye, Tony-aye, Maria-aye
Approved 6-0

Discussion on Finance quarterly information; did receive stabilization today with no change other than interest. Free cash will be at least \$3M as reported by the Town Accountant. \$2.7M prior to ATM and spent \$1.551M leaving \$1.18M. questioning if \$3M is accurate as we have not been that high in recent years.

Information Tracker

Status	FY	Detail requested (Excel format)	Expected / Requested
Complete	FY23	Spending Q1-Q3 by dept.	
Complete	FY23	Income Q1-Q3 by dept.	
Complete	FY23	Reserves Q1-Q2 actual	
Complete	FY23	Debts Q1-Q2 actual	
Outstanding	FY23	Spending - Q4 by Dept.	1-Aug
Outstanding	FY23	Income - Q4 by Dept	1-Aug
Outstanding	FY23	Reserves 4/1/23 actual	9-Jul
Outstanding	FY23	Debts - 4/1/23 actual	9-Jul
Outstanding	FY24	Reserves 7/1/23 actual	
Outstanding	FY24	Debts - 7/1/23 actual	
FY24			
Complete	FY24	Staffing - 7/1/23 actual	
Outstanding	FY24	Operating Budget final as voted	2-Jul
Future	FY24	Spending - Q1 by Dept.	12-Oct
Future	FY24	Income - Q1 by Dept	12-Oct



Beaver Brook survey was discussed, questions answered and voted.
Becky moved to approve the answers as submitted and Bob seconded
John-aye, Gary-aye, Bob-aye, Becky-aye, Tony-aye, Maria-aye
Approved 6-0

Gary talked about the school committee accounting issue for \$425,000 and the baseline starting with the FY25 budget will be increased by \$425,000. Funds from Chapter 70, decrease in teaching position and transportation covered the mistake. The TA/SB received a letter from the district asking for approval. If no response is received, then automatically approved.

The citizen academy was discussed by Tony.

Becky moved to adjourn and Bob seconded
John-aye, Gary-aye, Bob-aye, Becky-aye, Tony-aye, Maria-aye
Approved 6-0
Adjourned at 10:02PM

Next meetings:

September 19
September 20 citizen forum
October 3
October 17
November 1
November 6 FTM
November 21
December 5
December 19
January each Tuesday
January 6
February each Tuesday
March each Tuesday

Liaisons

Maria-moderator, administrator, COA

Tony-Town hall, treasurer, debt, cemetery

Becky-constables, police, EDC, housing, personnel, planning, ZBA, housing trust, BoH, Steele farm, historical commission; public celebrations, CPC



Bob-fire, DPW, library, sustainability, veterans, AB cultural council

Keshava- conservation, water resources

Gary – schools, RecCom, cable advisory

John- DPW, schools, technology, agricultural committee

Becky moved to adjourn and Tony seconded

John-aye, Keshava-aye, Gary-aye, Bob-aye, Becky-aye, Tony-aye, Maria-aye

Approved 7-0

Meeting adjourned at 8:20

Documents:

Minutes for August

Fall TM warrant

Police PowerPoint

Finance slides

Beaver Brook survey

RFT tracker

Item	description	Amount	Start at \$155,000	comments