



**TOWN OF BOXBOROUGH
NOTICE OF PUBLIC MEETING
Boxborough, MA 01719**

BOARD/COMMITTEE: Boxborough Finance Committee

DATE: Tuesday, January 4, 2022

TIME: 7:00PM

PLACE: hybrid (remote and Town hall 29 Middle Road, Boxborough, MA)

In attendance: Gary Kushner, Becky Neville, Priya Sundaram (virtual), Maria Neyland, Sachin Mathur, and Keshava Srivastava (virtual)

Missing: none

Other: Kirby/Judy Reed (LittletonTV); Mark Barbadoro; Cindy Markowitz, Megha Patel; Susan Bak; Les Fox; Jennifer Campbell, Richard Guzzardi; Keith Lyons; Diana Lipari; Francie Nolke; Robin Lazarow

Meeting called to order by the Chair at 7:00 PM via in person and zoom (hybrid)

Citizens concerns –

Cindy Markowitz asked about property record cards showing 2019 connected to 2019. Will pass to Carter (TA). Abatements received for the last 5 years? The FinCom report at ATM had the last few years of abatements. 1414 sold for \$76M to company in San Francisco.

Planning board budget review

The meeting secretary salary is increasing by \$3,840 (24.88%) and additional meetings going to 30.

Conferences in discussion, but currently accurate.

The planning board will discuss their salaries

The SW from 2021 was moved to the Town Planner budget which is why it is now \$0

Police budget

Gary asked generally about electricity and heat increases. Maria Neyland found that natural gas will be up 33% in the upcoming year. Electricity will be up 52% by national grid, but we use Littleton electric. Maria will follow up in regards to Littleton Electric.

The FY22 budget had the car removed at ATM. The Town policy is that for annual expenses the first year of the expense will be in the Warrant and then move to the operating budget. Will



add a car back in the FY23 budget and a second in the warrant. The car that was planned in CY21 to be replaced blew its transmission. Plan is to purchase an electric (warrant) and a hybrid (budget). If an electric car is purchased then electric charging station might need to be planned for 220v. Les indicated that his personal increase is 22% year to year for first two months. It is not clear which budgets were cut by \$22,000 based on the ATM cut. Gary asked Megha to add a column showing the pre-ATM budget. The Salaries for FT officer only showing 1.55% and doesn't seem to include step (contract). Maria was specific that if the contracts are not completed by May then a STM would be required to approve. Need budget for potential contracts. The police capital requests have not been received to date though Priya indicated that the Chief had sent them. Gary will go back and check email. The original plan was to include a new animal control vehicle but would not support the animal control vehicle this year. Sustainability committee would prefer a hybrid vehicle for the animal control officer. The backup information indicates that there is \$4,500 for the detention area cleaning contract. Will add police budget follow-up along with dispatch and animal control budget. Is there training separate from the training budget. There was a question if the chief is seeking grants and not clear. Littleton electric grant last year was directed to the police department. All future grants must be reviewed by the SelectBoard.

Tabled

If questions on dispatch or animal control then send only to Priya and copy Jennifer

6 hardcopies of the budget requested by FinCom members

Staffing plan reviewed (SB review on December 27)

Change Cheryl to executive asst

Add asst town clerk

Add asst treasurer (new position and added at STM)

Department asst in assessor

Building inspector – decrease to 19 hours

Associate planner

RecCom asst (currently filled by town assessor asst) on STM

DPW building and grounds foreman

The RecCom has a revolving account with ~\$60,000 and could potentially use some for the asst. should not tax if have the funds.



Maria Neyland moved and Sachin Mathur seconded
Priya-aye, Sachin-aye, Gary-aye, Maria-aye, Keshava-aye, Becky-aye

Cynthia Petrillo is the new treasurer/collector and started in Town Hall

RFT – none

Personnel plan increases were previously approved, but not stipends and other possessions. At salary level 1 and this includes Part time dispatcher and Fire lieutenant. All were increased by 1.9% unless special circumstances.

Maria moved to accept temporary per diem and intermittent schedule and seconded by Sachin Gary asked about the asst building inspector and call building inspector and why no hourly rate (note: the rates are there, but on a second worksheet)

Priya-aye, Sachin-aye, Gary-aye, Maria-aye, Keshava-aye, Becky-aye
Approved 4-0

STM

The SB reviewed the proposed warrant for February 28, 2022 at the regency to start at 7PM

Open warrant on January 3,

January 10 Carter will attend FinCom meeting

Recommendations due on the 18th and review at the 18th meeting.

SB meeting on January 24 to sign warrant.

1. Prior year bills for DPW, town hall, and IT for \$5674.50 – Becky
2. General fund operating budgets supplements
 - a. Asst Treasurer/collector \$9,500, believe that the current budget should cover salary
 - b. Recreation \$5000 ,but consider revolving fund
 - c. Reserve fund

The current STM warrant does not have the personnel plan presented and does not request a new position for asst treasurer/tax collector. The Town policy is to approve new hours or new position to STM/ATM.

Discussion on amount to replenish reserve fund. Ask for additional \$50,000 from free cash.

This is to cover the Town until May 1 at which time interdepartmental transfers can occur after Reserve fund is expended or item is not an emergency.

Gary moved and Priya seconded to move \$50,000 from free cash

Priya-aye, Sachin-aye, Gary-aye, Maria-aye, Keshava-aye, Becky-aye
Approved 6-0



Capital

HVAC system in library run by SW and last update was 2014. Current SW is no longer supported and need an update. Gary to add to capital plan. Maria to provide recommendation \$15,000 to update SW. add to SW tracker.

Town hall water heaters, but in 2017 approved hot water for \$7,000 for 3 water faucets in kitchen and bathrooms and potentially should fall into the funds available. Quotes are being obtained.

Water resources committee and authority to enter onto lands and requesting \$150,000 from free cash.

Why not ARPA funds? CPA funds to purchase 2 lots from Harvard Sportman's club being pursued. 21e evaluation to be performed prior to ATM. Also, to work with Harvard on purchase agreement prior to ATM, but seeking voluntary license agreements. Mass DOT for drilling wells for testing. Consulting to manage, betterments, surveys, legal expenses, licenses, drill test wells on Campanelli Corporation land, and testing for 21e. question if grants are being pursued one is that the DOT will drill the test wells. Need to consider ARPA funds prior to using free cash.

AI> Keshava will write recommendations

Recruitment expenses for Town Admin for \$12,500 from free cash – Becky to write

Endorsement of the report of the Town Government study committee

Maria spoke against based on previous experience, but would accept a sense of the meeting
A SelectBoard member disagrees with the FinCom Bylaw that all articles have a financial impact and the FinCom must provide a recommendation on all articles.

Becky to write Con

TBD to write a pro



Liaison updates

SB – met on Dec 27 and staffing and again on January 3. Introduced new treasurer. Called ATM for May 9.

Planning board –

BLF –

BBC –

Personnel board –

RecCom –

Housing –

AB regional building committee –

Regional school meeting –

CPC –

CoA–

Water resources–

Sustainability–

Correspondence –

Becky reviewed the upcoming agendas

January 11 to start at 6:30 in open meeting then executive session and then back to the meeting, send any questions to Sachin on DPW who will then send to Ed

Capital Saturday will be either February 5 or 12

Gary did send to Sachin his recommended updates for the OEPB policy



Maria Neyland moved to adjourn and Sachin Mathur seconded,
Priya-aye, Sachin-aye, Gary-aye, Maria-aye, Keshava-aye, Becky-aye
Approved 6-0

Adjourned at 9:43PM

Exhibits used:
Minutes for December 21, 2021
Budget for FY2023
STM proposed warrant

Next meetings:

January 11
January 18
January 25
February
February
February
February
March
March
March
March

RFT tracker

Item	description	Amount	Start at	comments
			\$150,000	
HVAC at museum		\$6,700	\$143,300	
Acc't Consultant & Training		\$39,820	\$103,480	
T/C consulting		\$5,000	\$98,480	



Hager well	Nov 30 2021	\$26000	\$72,480	
Treasurer /consultant	Dec 7 2021	\$10,500	\$61,980	
Hager maintenance	Dec 7 2021	\$3,500	\$58,480	