



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

BOARD/COMMITTEE: Boxborough Finance Committee

DATE: Tuesday, January 11, 2022

TIME: 6:30PM

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 (LittletonTV); Hoff Stuart; Tamara Levin, Carter Terenzini, Peishan Bartley; Hilary Greven ; Megan OConnor; Megha Patel; Ed Kukkula; Jennifer Barrett ; John Markiewicz.

Meeting called to order by the Chair at 6:34 PM via in person and zoom (hybrid)

The FinCom had a Legal fund discussion with TA (Carter T); there are 3 lawsuits in process in Town. Town runs on a cash basis and spent about \$41,000 to date though some expenses were funded by Covid payments. The Town is running 50 days out on Kopelman & Paige (John Giorgio is in semi-retirement) and 60 days on land use (2 cases on Priest lane started in FY22 and Sarah Way ~2 years to date). Asked for spend on Open Meeting Law (OML) requests. A per diem EMT/FF file for a 111F claim (similar to workers comp for public safety injured on Duty (IOD)) with bulk of expense in FY2023. Could expect around \$50,000 plus or minus for the 3 open cases. Labor negotiations underway for 4 union agreements with DPW and 3 existing unions. Would use counsel when required/warranted. Budget 151 was planned to be level at \$75,000 for legal services but Carter recommends \$100,000. Question on insurance covering land use and no history of any companies providing insurance. It is not expected that the Town would be required to pay for legal expenses if the Town loses the case. OML costs the Town between \$0 and \$500 plus fees for guardian to provide documents which could require redacting. The Town's rate is \$25/hour for coverage. Request costs for OML and records by ATM. K&P for Sarah Way and 111F and land use legal counsel for Priest Lane. Discussion on \$100,000 and why higher than past.

Keshava moved and Sachin seconded for \$103,400

Priya-aye, Gary-aye, Sachin-aye, Becky-aye, Gary-aye, Keshava-aye

Approved 6-0



RecCom (630)

Salaries are up based on personnel plan with help of Susan Bak
Expenses are flat, but plan is to keep \$10 in summer fee to cover Covid fees
Programs to cover many items;
Discussion regarding using revolving funds (\$35,000) for programs.
Charge ~\$100 per week per student with cap for family for summer camp.
Remove \$1000 from programs and use revolving funds.
Gary moved \$42,418 and Maria Seconded
Priya-aye, Gary-aye, Sachin-aye, Becky-aye, Gary-aye, Keshava-aye
Approved 6-0

Gary Moved \$11,900 for recreation expenses and Priya seconded
Priya-aye, Gary-aye, Sachin-aye, Becky-aye, Gary-aye, Keshava-aye
Approved 6-0

DPW budget (422)

Will move the DPW salaries for unions to FY22 budgets except for Linda. The warrant article would cover the new salary. FY23 workers salary will be \$444,266

Gary Moved salary of \$626,621 and Sachin seconded
Priya-aye, Gary-aye, Sachin-aye, Becky-aye, Gary-aye, Keshava-aye
Approved 6-0

Becky asked about heating budget which is flat. Priya reported that Littleton Electric is not raising rates. Gary asked about building grounds and maintenance of \$13,200 to \$10,000.
Medical services cut to \$1000
Catch basins ~580 being reviewed for MS4.
Field maintenance spent \$569 in FY21 (wood chips)
Vehicle maintenance is overspent many years, but replacing trucks.
Consider dropping field M support to \$5000 and increase truck M by \$3000 to \$20,000
Uniforms usually underspent and probably in the union contract. Lower to \$6000
Training conferences reviewed
New total other is \$130,496
Keshava moved DPW expenses and Sachin seconded
Priya-aye, Gary-aye, Sachin-aye, Becky-aye, Gary-aye, Keshava-aye
Approved 6-0

Snow and ice (423)

Salary after removing the increase for union is \$66,880
Gary Moved \$66,880 and Sachin seconded



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

Sachin moved and Gary seconded 139,710

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

Salt is running about \$69 per ton and sand is much cheaper. Town is no longer using Sand, but only salt.

Street lighting (424)

Gary moved \$3,000 and seconded by Sachin

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

Hager well (425)

The School does reimburse for some of the costs and managed by Linda

Increase electric to \$3000

Reimbursement goes into the general fund as miscellaneous

Well maintenance was reduced as the well cleaning occurred and the hydrant was added, but consistently overspent. Back to \$27,500. The grinders at the school are paid by the Town and reimbursed.

Gary moved \$61,280 and Sachin seconded

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

Fuel (429)

\$110,105 based on \$3.19 per gallon for unleaded and \$2.86 diesel

Gary moved \$110,105 and Sachin seconded

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

Hazardous waste (431)

Asked about using Devens

Gary and Keshava indicated as a note that they wouldn't drive to Devens

1 day every 2 years and the company goes to the limit

Gary moved \$10,000 and Sachin Seconded

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



Transfer station (433)

Gary moved \$132,900 and Sachin seconded

Priya-aye, Gary-aye, Sachin-aye, Becky-aye, Gary-aye, Keshava-aye

Approved 6-0

Cleaning company discussion with Ed, stay at same price \$32,760 this is in facilities budget

Citizen's concerns – none

Minutes as amended (corrected date, Francie last name and Judy Reed) by Maria and Sachin seconded

Priya-aye, Gary-aye, Sachin-aye, Becky-aye, Gary-aye, Keshava-aye

Approved 6-0

STM discussion

Prior year bills of \$5,544.50

Gary moved and Sachin seconded

Priya-aye, Gary-aye, Sachin-aye, Becky-aye, Gary-aye, Keshava-aye

Approved 6-0

Becky will write the recommendation

\$50,000 into reserve fund from free cash

Gary moved and Keshava seconded

Priya-aye, Gary-aye, Sachin-aye, Becky-aye, Gary-aye, Keshava-aye

Approved 6-0

Becky will write the recommendation

\$15,000 for asst treasurer/collector and RecCom admin asst

Free cash, but could revolving fund be used

Questioning if a public hearing is required

FinCom believes that the positions should be approved first and then the salaries

Discussion on using the revolving fund to cover the salary. The revolving fund expenses must match the income for the program. Only discussing the salary for the STM for this year.

Maria Neyland will send the RecCom revolving statement to John Markiewicz and Megha Patel

Susan indicated that the Tax Collector/treasurer was added at step 11, but warrant indicates step 13. Asked Susan Bak if a public hearing is required and believe that it might not be required if goes to Town meeting. Will add \$27,000



b. Gary moved to amend personnel plan by adding the position of asst Treasurer and tax collector at grade 13 and seconded by Sachin. Discussion on grades.
Priya -no; Keshava-yes, Sachin-aye, Maria-nay, Becky -nay, Gary-aye

Pro-Sachin
Con-Maria

- a. Salary for treasurer/tax collector of \$10,000 and \$5,000 for RecCom
- b. Maria will write the con and Becky will write the pro

C. to amend the personnel plan by striking language and add a section adding salary if performing a job outside of normal activities.

Maria Moved article 3 part C and Gary seconded
Priya-aye, Gary-aye, Sachin-aye, Becky-aye, Gary-aye, Keshava-aye
Approved 6-0

Article 4 for library supplement for SW upgrade for \$15,000 from current service provider
The service provider did not inform the Town that the SW was end of service life
The SW controls the boilers, temp control (4 zones), hot water
In 2014 \$20,000 was approved at ATM, but the SW then failed.
The SW is being maintained, but would cost the Town money if it fails.
Gary added the SW to the capital plan at 7 years

Recommendation is by Maria

Gary moved \$15000 for the library and seconded by Maria
Priya-aye, Gary-aye, Sachin-aye, Becky-aye, Gary-aye, Keshava-aye
Approved 6-0

Funding for article 5 regarding water resources committee and authority to enter onto land of others.

The purpose is to do test digs on private land to determine the flow of water. There is a possibility of approving an eminent domain for land access only. The water resources voted to go with \$75,000 by the water resources commission meeting on January 11, 2022. Discussion if CPA funds could be used.

Will write a pro and con and vote next week.

We will invite Les to next weeks meeting

Keshava wrote the pro recommendation



Recruitment of TA

Maria moved to recommend and Becky seconded

Becky write

Priya-aye, Gary-aye, Sachin-aye, Becky-aye, Gary-aye, Keshava-aye

Approved 6-0

Endorsement of report by town government study in 2017

Not clear on the consequences and why this is being discussed.

It was intentional that the Selectman (name in 2017) did not take this to ATM

Move to endorse the town government report and seconded by Sachin

Gary-no, Maria-no, Priya-no, Sachin-no, Keshava-no, Becky -no

Not approved 0-6

RFT for \$15,200 for treasurer/tax collector consulting services for 001-145-5306-0000

To cover December

An additional \$11,000 through March

Gary moved 15,200 and seconded by Sachin

Priya-aye, Gary-aye, Sachin-aye, Becky-aye, Gary-aye, Keshava-aye

Approved 6-0

Next meeting will start at 6:30PM, but Gary will arrive late

Maria moved to adjourn and seconded by Sachin

Priya-aye, Gary-aye, Sachin-aye, Becky-aye, Gary-aye, Keshava-aye

Approved 6-0

At 10:08PM



Citizen's concerns –

New treasurer: Cynthia Petrillo cpetrillo@boxborough-ma.gov

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 OPEB 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 January 4, 2022
Budget for FY2023
STM proposed warrant
RecCom revolving fund history

Next meetings:

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



RFT tracker

Item	description	Amount	Start at \$150,000	comments
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	
Tax collector consulting	Jan 11 2022	\$15,200	\$42,280	

Budget tracker

Budget #	Salary/other	Title	Voted \$	vote	date
114	Salary	Moderator	\$		
114	Other		\$		
119	Salary	Town constable	\$		
119	other		\$		
122	Salary	Select Board	\$		
122	Other		\$		
123	Salary	Town Administrator	\$		
123	Other		\$		
131	Salary	Finance Committee	\$		
131	Other		\$		
135	Salary	Town Accountant	\$		
135	Other		\$		
141	Salary	Town Assessor	\$		
141	Other		\$		
145	Salary	Treasurer Collector	\$		
145	Other		\$		
151	Salary	Legal	\$		
151	Other		\$		
152	Salary	Personnel Board	\$		



152	Other		\$		
156	Salary	Technology	\$		
156	Other		\$		
161	Salary	Town Clerk	\$		
161	Other		\$		
162	Salary	Elections and registration	\$		
162	Other		\$		
171	Salary	Conservation Comm	\$		
171	Other		\$		
174	Salary	Town Planner	\$		
174	Other		\$		
175	Salary	Planning Board	\$		
175	Other		\$		
176	Salary	ZBA	\$		
176	Other		\$		
179	Salary	AG Comm	\$		
179	Other		\$		
182	Salary	Economic Develop.	\$		
182	Other		\$		
192	Salary	Town Hall	\$		
192	Other		\$		
196	Salary	Facilities	\$		
196	Other		\$		
199	Salary	Sustainability Com.	\$		
199	Other		\$		
210	Salary	Police	\$		
210	Other		\$		
215	Salary	Dispatch	\$		
215	Other		\$		
220	Salary	Fire	\$		
220	Other		\$		
241	Salary	Building inspector	\$		
241	Other		\$		
292	Salary	ACO	\$		
292	Other		\$		
299	Salary	Field Driver	\$		
299	Other		\$		
300	Salary	School committee	\$		
300	Other		\$		



310	Other	Minuteman	\$		
311	Other	Assabet	\$		
312	Other	Nashoba	\$		
320	Other	ABRSD	\$		
422	Salary	DPW	\$626,621	6-0	1/11/22
422	Other		\$130,496	6-0	1/11/22
423	Salary	Snow & Ice	\$66,880	6-0	1/11/22
423	Other		\$139,710	6-0	1/11/22
424	Other	Street Lighting	\$3,000	6-0	1/11/22
425	Other	Hager Well	\$61,280	6-0	1/11/22
429	Other	Fuel	\$110,105	6-0	1/11/22
431	other	Hazardous Waste	\$10,000	6-0	1/11/22
433	Other	Transfer station	\$132,900	6-0	1/11/22
491	Salary	Cemetery	\$		
491	Other		\$		
505	Salary	Animal Inspector	\$		
505	Other		\$		
511	Salary	Board of Health	\$		
511	Other		\$		
529	Salary	Community service	\$		
529	Other		\$		
541	Salary	COA	\$		
541	Other		\$		
543	Salary	Veterans	\$		
543	Other		\$		
610	Salary	Library	\$		
610	Other		\$		
630	Salary	Rec Comm	\$42,418	6-0	1/11/22
630	Other		\$11,900	6-0	1/11/22
670	Salary	Steel Farm	\$		
670	Other		\$		
691	Salary	Historical comm	\$		
691	Other		\$		
692	Salary	Public Celebrations	\$		
692	Other		\$		
699	Salary	AB cultural council	\$		
699	Other		\$		
710	Other	Retirement of LT debt	\$		
751	Other	Debt interest	\$		
830	Other	County retirement	\$		



		Assessment			
912	Other	Other insurance	\$		
915	Other	Employee benefits	\$		
132	Other	Reserve fund	\$		