



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

BOARD/COMMITTEE: Boxborough Finance Committee

DATE: Tuesday, January 17, 2023

TIME: 7:00PM

PLACE: Town Hall and zoom

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

Via zoom: Keshava Srivastava

Missing:

Other: Kirby Littleton TV, Rob Littleton TV, Mike Johns, Kelli Pontbriand (Town Accountant)

Meeting called to order by the Chair at 7:05 PM

Keshava Srivastava-present, Gary Kushner-present, Becky Neville-present, Tony Newton-present, Maria Neyland-present

Technical difficulties with audio delayed the start of the meeting to 7:13PM

Maria read a statement regarding the passing of Jeanne Kangas. Selectman, FinCom, Steele farm advisory, born in Boxborough, historical society. Golden fife recipient.

Minutes for January 3

Becky moved and Tony seconded,

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

Approved 5-0

FY24 budget

Voted the COLA at 2.9%. the TA might change the salary process for next year. Wes Fowlks would like a memorandum of understanding, but ties the hands of the future boards. Will review other towns processes. The TA will have an update by May 2023 to provide the Town employees sufficient knowledge.

Becky moved to set a COLA at 2.9% and Tony seconded

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

Approved 5-0



Reserve fund policy discussion. Maria ran through the reserve fund 5 year history with verbal knowledge of interdepartmental transfers. Should the education be removed to calculate or leave it in. it is cleaner to leave in and lower the percentage. Legal budget is up at \$130,000. Becky moved to set reserve fund at .06 of the total budget to nearest 1,000 or currently at \$156,000 and seconded by Tony
Keshava-aye, Gary-aye, Becky-aye, Tony-aye, Maria-aye
Approved 5-0

- The FinCom received a new fire budget and will discuss on January 31.
- EDC is up \$500 for breakfasts and other additional plans
- \$600 in accountant budget for supplies for office and postage for 1099's.
- Hazardous waste day is not happening and will be zero'd
- Brief discussion on legal which is up. Gary asked about tracking both firms and Kelli will document in the monthly reports
- RecCom on revolving fund discussed. Will require a change to the language. Will be part of the revolving fund discussion during ATM for the summer employees pay. Potentially combine the existing 2 funds into one.
- Transportation costs are up for the three vocational schools
- Accountant budget and making the asst as a warrant article
- \$400,000 in debt due to grant for Sargent Road. Need to appropriate the funds that will then be covered by the grant. Kelli will check the warrant article to see if we are covered. If not then need to include \$400,000 in budget or a new warrant article to offset the funds received. If in the budget then look to documenting as using free cash.
- Tony asked about documenting the income sources
- Questions on the cruiser from Tony. There is a cruiser in the budget and a warrant article.
- Gary recommended creating a FinCom consent agenda to cover previous warrant articles that are currently in the operating budget. Will discuss at next meeting and then capital Saturday. Partially due to funds being procured and not spent in the fiscal year.

Becky moved \$100 for 114 salary and Tony seconded,
Keshava-aye, Gary-aye, Becky-aye, Tony-aye, Maria-aye
Approved 5-0

Becky moved \$80 for 114 other and Tony seconded
Keshava-aye, Gary-aye, Becky-aye, Tony-aye, Maria-aye
Approved 5-0



Becky moved \$160 for constable 119 for total other
Keshava-aye, Gary-aye, Becky-aye, Tony-aye, Maria-aye
Approved 5-0

Becky moved personnel 152 total other \$345
Keshava-aye, Gary-aye, Becky-aye, Tony-aye, Maria-aye
Approved 5-0

Becky moved 171 for \$1700 for conservation total other and tony seconded
Keshava-aye, Gary-aye, Becky-aye, Tony-aye, Maria-aye
Approved 5-0

Becky moved 176 for zoning board for \$1,304 for salary and tony seconded
Keshava-aye, Gary-aye, Becky-aye, Tony-aye, Maria-aye
Approved 5-0

Becky moved 176 for zoning board for \$635 for total other
Keshava-aye, Gary-aye, Becky-aye, Tony-aye, Maria-aye
Approved 5-0

Becky moved 179 for Ag for \$300 for total other
Keshava-aye, Gary-aye, Becky-aye, Tony-aye, Maria-aye
Approved 5-0

Becky moved sustainability 199 for \$950 for total other and tony seconded
Keshava-aye, Gary-aye, Becky-aye, Tony-aye, Maria-aye
Approved 5-0

Becky moved 292 for animal control for total salary of \$18,305 and Tony seconded
Keshava-aye, Gary-aye, Becky-aye, Tony-aye, Maria-aye
Approved 5-0

Becky moved 292 for animal control for total other \$5,197 and Tony seconded

300 for school committee for \$1,200 moved by Becky for total salary and Tony seconded



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

Becky moved snow and ice 423 total salaries \$92,293 and tony seconded
 Keshava-aye, Gary-aye, Becky-aye, Tony-aye, Maria-aye
 Approved 5-0

Becky moved snow and ice 423 total other \$114,297 and Tony seconded
 Keshava-aye, Gary-aye, Becky-aye, Tony-aye, Maria-aye
 Approved 5-0

Becky moved 490 for animal inspector for total salary of \$1,015 and Tony seconded
 Keshava-aye, Gary-aye, Becky-aye, Tony-aye, Maria-aye
 Approved 5-0

Becky moved 491 total salary of \$5,000 and Tony seconded
 Keshava-aye, Gary-aye, Becky-aye, Tony-aye, Maria-aye
 Approved 5-0

Becky moved 491 total other \$2,300 and Tony seconded
 Keshava-aye, Gary-aye, Becky-aye, Tony-aye, Maria-aye
 Approved 5-0

Becky moved 529 community services total salary \$53,097 and Tony seconded
 Keshava-aye, Gary-aye, Becky-aye, Tony-aye, Maria-aye
 Approved 5-0

Becky moved 529 community services \$8,415 total other and Tony seconded
 Keshava-aye, Gary-aye, Becky-aye, Tony-aye, Maria-aye
 Approved 5-0

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	5-0	1/17/23
123	Salary	Executive Offices			
123	Other	Executive Offices			



131	Other	Finance Committee			
135	Salary	Town Accountant			
135	Other	Town Accountant			
141	Salary	Town Assessor			
141	Other	Town Assessor			
145	Salary	Treasurer Collector			
145	Other	Treasurer Collector			
151	Other	Legal			
152	Other	Personnel Board	\$345	5-0	1/17/23
156	Salary	Technology			
156	Other	Technology			
161	Salary	Town Clerk			
161	Other	Town Clerk			
162	Salary	Elections and registration			
162	Other	Elections and registration			
171	Other	Conservation Comm	\$1700	5-0	1/17/23
174	Salary	Land Use and Permitting			
174	Other	Land Use and Permitting			
175	Salary	Planning Board			
175	Other	Planning Board			
176	Salary	ZBA	\$1304	5-0	1/17/23
176	Other	ZBA	\$635	5-0	1/17/23
179	Other	AG Comm	\$300	5-0	1/17/23
182	Other	Economic Develop.			
192	Other	Town Hall			
196	Other	Facilities			
199	Other	Sustainability Com	\$950	5-0	1/17/23
210	Salary	Police			
210	Other	Police			
215	Salary	Dispatch			
215	Other	Dispatch			
220	Salary	Fire			
220	Other	Fire			
292	Salary	ACO	\$18,305	5-0	1/17/23
292	Other	ACO	\$5,197	5-0	1/17/23
299	Salary	Field Driver			



299	Other	Field Driver			
300	Salary	School committee	\$1,200	5-0	1/17/23
310	Other	Minuteman			
311	Other	Assabet			
312	Other	Nashoba			
320	Other	ABRSD			
422	Salary	DPW			
422	Other	DPW			
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			
425	Other	Hager Well			
429	Other	Fuel			
431	other	Hazardous Waste			
433	Other	Transfer station			
490	Salary	Animal Inspector	\$1,015	5-0	1/17/23
491	Salary	Cemetery	\$5,000	5-0	1/17/23
491	Other	Cemetery	\$2,300	5-0	1/17/23
511	Salary	Board of Health			
511	Other	Board of Health			
529	Salary	Community service	\$53,097	5-0	1/17/23
529	Other	Community service	\$8,415	5-0	1/17/23
541	Salary	COA			
541	Other	COA			
543	Salary	Veterans			
543	Other	Veterans			
610	Salary	Library			
610	Other	Library			
630	Salary	Rec Comm			
630	Other	Rec Comm			
670	Other	Steele Farm			
691	Other	Historical comm			
692	Other	Public Celebrations			
699	Other	AB cultural council			
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			
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Brief discussion on warrant articles. A meeting to be held to do a review of the warrant and to help lump the articles.

Capital Saturday is on February 4 and discussion about in person at the library with refreshments to start at 8:30. Bring your own coffee

Peishan will do her warrant articles at the FinCom meeting on the 21st of January

Kelli checked the warrant regarding the Sargent road property. FinCom recommendation is to add as a warrant article and pay the \$225,000 from free cash

Free cash is \$2,731,384 and is certified by the State

Kelli provided an update on the budget items to be updated by her including items documented above.

The finance report for ATM to include revenue sources

Policies presented by Tony for budget, reserve fund and stabilization

Budget:

Balance the budget using free cash, taxation, State and local receipts, etc

Reserve fund is not to cover warrant article overages

Stabilization fund is the rainy day fund and required 2/3 of TM pull from and majority to add.

Looking at .05% of total budget.

The capital committee is still being discussed

Free cash policy to be worked

Overlay surplus to be discussed with assessor

Bonding policy to be discussed with the treasurer

Final read for next meeting

Town report to have Gary fix the right justification on actual and revenue for FY23 to 22



Becky moved to adjourn and Tony seconded
Keshava-aye, Gary-aye, Becky-aye, Tony-aye, Maria-aye
Approved
Adjourned at 9:45PM

Fiscal Year	Average Home Value	Average Tax Bill	Income per Capita	Tax as % of Income
2016	548,990	8,981	53,865	16.67
2017	563,021	9,464	56,052	16.88
2018	576,554	9,479	60,500	15.67
2019	608,662	9,994	57,322	17.43
2020	608,780	10,179	64,196	15.86
2021	617,781	10,607	57,531	18.44
2022	655,560	11,420	61,952	18.43
2023	764,691	11,868	66,227	17.92

Exhibits used:

- FY24 Town budget
- Potential warrant article list
- Minutes for January 17
- Financial policy document
- Reserve fund history
- FinCom Town Report
- Policy draft document

Next meetings:

- January 24 – library budget review
- January 31 – fire department review
- February 4 - capital Saturday
- February 7 – school budget review
- February 21
- February 28
- March 7
- March 21



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