



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

BOARD/COMMITTEE: Boxborough Finance Committee

DATE: Tuesday, January 25, 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); Rob (Littleton TV) Lt. O'Brien; Jennifer Barrett, Susan Bak, John Markiewicz, Ashley Cartier, officer Pelley, Jennifer Campbell, Arden Veley, Diana Lipari

Meeting called to order by the Chair at 6:32 PM via in person and zoom (hybrid)

Citizen's concerns – none

Police budget (210) presented by LT. O'Brien

Issues with previous budgets between accountant consultant and actuals. Priya presented information starting with grounds/Maintenance (plumbing, detention cells). Question on heating budget as currently set as previous year. Plan was to replace a vehicle per year, but last year's ATM removed a vehicle. Maintenance costs were lower when replacing vehicles each year. Four (4) line cruisers (patrol); chief; detective; lieutenant; the plan is to replace a line vehicle as a hybrid. Discussion/recommendation about only 1 vehicle this year and not a vehicle in the warrant. Salary includes steps, but not COLA as the new contract has not been approved. unclear if the 4 contracts will be in place in time for ATM or would need potentially an STM to approve new contracts. No Littleton electric rate increase. Projecting that heat will stay flat but would like a consistent communication from National Grid. Cell phones and mobile communications discussed and seem ok per notes. Public relations media services discussed and question if should be covering the entire town and not just police. Will remove from police budget and add as a warrant article for the entire town if more than \$5000 or in the budget if less than \$5000. John Markiewicz suggested that the police car be removed from the operating budget. This goes against FinCom policy and against the wishes of previous ATMs. The oldest line vehicle is Ford 2017. Chevy does not make a hybrid and will have to go back to



Ford. Electric line cars are starting to roll out in cities including NYC with Ford Mustangs. Boxborough switched from cars to SUV. Switched to Chevy due to Ford issues with Safety. Unclear if the Police additional materials (light bars, cages, etc) can be transferred from the 2017 Ford. The FinCom asked the Town Accountant to include a column for FinCom approved budget along with the ATM approved budget. 911 grant received along with Littleton electric and Middlesex Bank. FinCom will ask the TA to bring the list of grants. Acton has 28 vehicles and has a 2-year replacement.
Removed 2150

Salary

Maria moved and Gary seconded salary of \$1,389,481

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

Maria moved and Gary seconded \$210,805

Other

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

Dispatch (215)

Changes for per diem rates and overtime for police working dispatch
Steps only for salary as contract not set for COLA

Dues and membership is up \$4,500 to use tango tango radio interface to allow department issue cell phone to work as two-way. Originally provided via Covid funds in FY20. Used as backup and not every day. determine if fire department also uses this feature. In the condo areas and the office buildings north on central street we do not have radio access.
FY22 for software records was not correct and should be \$23,783.

Gary moved salary of \$393,949 and Maria seconded
Sachin-aye, Maria-aye, Gary-aye, Priya-aye, Keshava-aye, Neville-aye
Approved 6-0

Gary moved \$64,457 and Maria Seconded
Sachin-nay, Maria-aye Priya-aye, Keshava-aye, Neville-aye, Gary-aye
Approved 5-1

Animal control (292)

ACO salary is showing flat, but expected an increase



Step 11, grade 4 in FY22 and moving to step 5 in FY23
\$26.60 per hour at 2088 hours using 52.25 weeks
\$18,5061 (\$54,184 total) and split between Littleton and Stow for salary only
Expenses are split at end of year and transferred back to Boxborough free cash
IMA issue is not correct and being worked by TA

Gary moved \$18,061 and Priya seconded
Sachin-aye, Maria-aye, Gary-aye, Priya-aye, Keshava-aye, Neville-aye
Approved 6-0

Gary moved \$5,495 and Priya seconded
Sachin-aye, Maria-aye, Gary-aye, Priya-aye, Keshava-aye, Neville-aye
Approved 6-0

Library (610)
Was \$181,530 for FY22 then \$189,288

Gary revoted \$276,462 salary and Maria Seconded as the summation did not work correctly
Sachin-aye, Maria-aye, Gary-aye, Priya-aye, Keshava-aye, Neville-aye
Approved 6-0

Spent \$29,016 in FY21 for grounds and maintenance and includes extra cleaning and filters;
decrease to \$27,500
Electricity was in FY21 \$16,670
Without the 19% the other is \$80,750 then \$84,000

Gary moved Total other is \$164,750 and Sachin seconded
Sachin-aye, Maria-aye, Gary-aye, Priya-aye, Keshava-aye, Neville-aye
Approved 6-0

Steele farm (670)
Arden Veley presented
Gary moved \$2000 and Maria seconded,
Sachin-aye, Maria-aye, Gary-aye, Priya-aye, Keshava-aye, Neville-aye
Approved 6-0



Minutes for January 18 as amended Maria and Priya
Repeated line removed
Sachin-aye, Maria-aye, Gary-aye, Priya-aye, Keshava-aye, Neville-aye
Approved 6-0

Warrant was closed by SB

Moderator budget (114)
updated for \$100 salary as John Fallon is retiring
Maria moved salary or \$100 and Sachin seconded
Sachin-aye, Maria-aye, Gary-aye, Priya-aye, Keshava-aye, Neville-aye
Approved 6-0

Maria total other \$80 and Sachin seconded
Sachin-aye, Maria-aye, Gary-aye, Priya-aye, Keshava-aye, Neville-aye
Approved 6-0

Constable (119)
Maria moved other and Sachin seconded for \$160
3 elections
Sachin-aye, Maria-aye, Gary-aye, Priya-aye, Keshava-aye, Neville-abstain
Approved 5-0-1

Finance committee (131)
Dues are up 4% to \$200
In person conference flat

Gary moved \$385 and Sachin seconded
Sachin-aye, Maria-aye, Gary-aye, Priya-aye, Keshava-aye, Neville-aye
Approved 6-0

reserve fund (132)
discussion on \$150,000
guideline is 1% of budget, but school is ~50% of budget
Maria moved \$150,000 other and Sachin seconded



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

ZBA 176

Gary moved \$1304 salary and maria seconded

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

Gary moved \$635 other and Maria seconded

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

Agricultural comm (179)

Other of \$200

Gary moved \$200 other

Sachin-aye, Maria-abstain, Keshava-aye, Priya-aye, Neville- abstain, Gary -aye
4-0-2

Brief Discussion on fire dept salary for OT



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

Liaison updates

SB – warrant closed for STM; ARPA discussed including distribution process. staffing plan reviewed. Discussion on why taxes are increasing.

EDC –

Planning board – Vibalogics and solar bylaw and Sargent rd.

BLF – no update

BBC – no update

Personnel board –

RecCom –

Library – seeking rep for 3 meetings in future role in Town; first meeting is Wednesday Feb

Housing –

AB regional building committee –

Regional school meeting – Gary talked about the budget. Meeting is January 27 for second reading of budget.

CPC –

CoA– Maria indicated that the COA expressed interest in potential additional staff and increase in taxes.

Water resources–

Sustainability–



ConsCom – 20 acres on liberty road, but in chapter and Town has first right. Planning board discussed.

Correspondence –

Maria moved to adjourn and Sachin seconded,

Sachin-aye, Maria-aye, Gary-aye, Priya-aye, Keshava-aye, Neville-aye

Approved 6-0

Meeting adjourned at 9:31PM

Exhibits used:

Minutes for January 25, 2022

Budget for FY2023

Next meetings:

February 1

February 8

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	



Tax collector consulting	Jan 11 2022	\$15,200	\$42,280	

Budget tracker

Budget #	Salary/other	Title	Voted \$	vote	date
114	Salary	Moderator	\$100	6-0	1/25/22
114	Other		\$80	6-0	1/25/22
119	Other	Town constable	\$160	5-0-1	1/25/22
122	Salary	Select Board	\$		
122	Other		\$		
123	Salary	Town Administrator	\$		
123	Other		\$		
131	Other	Finance Committee	\$385	6-0	1/25/22
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	Other	Conservation Comm	\$1600	6-0	1/18/22
174	Salary	Town Planner	\$		
174	Other		\$		
175	Salary	Planning Board	\$		



175	Other		\$		
176	Salary	ZBA	\$1,304	6-0	1/25/22
176	Other		\$635	6-0	1/25/22
179	Other	AG Comm	\$200	6-0	1/25/22
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	\$1,389,481	6-0	1/25/22
210	Other		\$210,805	6-0	1/25/22
215	Salary	Dispatch	\$393,949	6-0	1/25/22
215	Other		\$64,457	5-1	1/25/22
220	Salary	Fire	\$1,158,176	6-0	1/18/22
220	Other		\$148,990	6-0	1/18/22
241	Salary	Building inspector	\$		
241	Other		\$		
292	Salary	ACO	\$18,061	6-0	1/25/22
292	Other		\$5,495	6-0	1/25/22
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	\$276,462	6-0	1/25/22
610	Other		\$164,750	6-0	1/25/22
630	Salary	Rec Comm	\$42,418	6-0	1/11/22
630	Other		\$11,900	6-0	1/11/22
670	Other		\$2,000	6-0	1/25/22
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	\$150,000	6-0	1/25/22