



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

BOARD/COMMITTEE: Boxborough Finance Committee

DATE: Tuesday, February 1, 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) ; John Markiewicz, Susan Bak, Jennifer Campbell, Steve Ballard, Carter Terenzini, Cindy Markowitz, Cynthia Petrillo (Treasurer/Tax Collector), Lynda McQuay (assessor), Rajon Hudson, Megha Patel, Ken Carrol, Diana Lipari

Meeting called to order by the Chair at 6:33PM via in person and zoom (hybrid)

Citizen's concerns – Cindy Markowitz asked about why the budget is not posted on the website. This will be discussed with the Clerk as it should be there.

Minutes for January 25, 2022 were reviewed and no concerns

Sachin moved and Maria seconded

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

Approved 6-0

The dispatch budget was discussed and considered for a possible revote.

On line 12, SW records for \$24,972 was reduced to \$23,783 and removed the TTT for dues to \$1,555 from \$6,655.

Maria moved total other \$58,768 and Priya seconded

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

Approved 6-0

TA Carter reviewed the Town Hall budgets starting with 123. Moved the admin staff supporting departments to their respective departments. Office of land use and permitting to one department. Maria indicated that the admin staff were bumped to 19.5 hours or 175 hours a year (\$4,700 increase). 100 hours of overtime included which adds \$10,000 total.



TA is an estimated number based on open position starting at \$150,000. Expecting to be around 125 hours of OT this year. Chapter 30B training for Asst TA. Training conf for TA/Asst TA to \$2,500. Becky commented that the consulting should be a ATM article. Step 7 for exec asst should be \$61,178, but change would be via the personnel plan and then an ATM. There is a .5 hours additional hours and questioning if this should be a warrant article. The staff is exceeding their hours per week and with the changes planned then still understaffed. Limited space to support additional personnel. Staffing plan was to try and add staff without benefits. Carter agreed to break out the additional .5 hours and Executive asst and consulting.

Town accountant (135)

Megha Patel resigned as of February 11. Carter is investigating all options including potential Town sharing through inter-municipal agreement or other options.

Salary proposed is \$90,000 and department asst for \$6,447

Consulting for \$15,000

Account audit for \$24,000

SW support for \$13,000

Questioning if we should go with salary and limited/no consulting or lower salary and keep consulting.

Will review budget at next meeting.

3 jobs posted on February 1 for open positions including 2 for STM.

Assessor (141)

Software support

GIS maps update will be 0

Dues, cost manual required.

Will not pursue the SW discussed at ATM at this year.

Will go with Patriot Pro.

RRC in discussion

Full re-Val every 5 years and then statistical eval. Visit every property every 10 years. The full re-Val is 2024 for the Town, but they do not visit the houses (do a statistical review). A picture and data entry to be added to the database.

The FY2022 ATM did have an article and Carter/Lynda will investigate.

Training conference is a big increase to \$1500 and includes community ed.



Treasurer/collector (145)

Admin asst (added at STM if approved) and potentially upgraded to asst if personal board approves. Tax title liens is way up to \$7600. Keshava asked about the process of hiring an admin asst and then turn around and make them an asst Tax collector. Consulting of \$500 using same company that we are using this year. The lockbox increase of 30% includes both a yearly increase and an additional service of sending all checks at TH to the lockbox company to manage the checks. Planning to do 2 mailing with each having 2 coupons. Tax payers will continue to pay 4x per year. No confusion for escrow, but potentially a lot of confusion to taxpayers who pay their taxes. Expect confusion in the first year. Discussion about early payments, but might not be allowed and Carter will check. Tax title liens claimed we have not done this in several years. How to catch up and then stay caught up by adding \$7,600. Plan to do it every fall (September/October). Then advertise delinquent 29 parcels in local news paper at \$75 per parcel. Prepare a lien and put on registry of deeds at \$135 per lien. There is also some legal expense to be covered. This does not cover land court for taking property. Will remove the flex floating hours.

Gary moved \$109,148 for salary and Maria seconded
Maria-aye, Sachin-aye, Keshava-aye, Priya-aye, Becky-aye, Gary-aye
Approved 6-0

Gary moved \$34,800 other and Maria seconded
Maria-aye, Sachin-aye, Keshava-aye, Priya-aye, Becky-aye, Gary-aye
Approved 6-0

Town clerk (161)

Salary increased as it doesn't follow the personal plan and increasing to \$72,778.
Admin asst added to budget from town hall budget. Validated that Clerk requires a full time person where previous clerk had an asst, but she was only working 30 hours.

Elections and registrars (162)

Election workers increased to minimum wage and 3 elections
Gary moved salary of \$11,204 and maria seconded
Maria-aye, Sachin-aye, Keshava-aye, Priya-aye, Becky-abstain, Gary-aye
Approved 5-0-1

Gary moved \$8,360 for other and Maria seconded
Maria-aye, Sachin-aye, Keshava-aye, Priya-aye, Becky-abstain, Gary-aye
Approved 5-0-1



Land use and permitting (174)

Roll in Town planner for 4.84% increase to \$77,758

Admin asst at \$35*rate*52.2 (step 11 and step)

Admin asst at \$32*rate*52.2

Inspector of bldgs. Reduced \$65,250 at 18 hours per week and 3 days per week with no benefits

Alt building inspector at \$60 for 50 hours (sick or vacation)

Question on cell phone and uniforms

Other = \$16,550

Salary=242,530

Other office expense jumped to \$2,400 but due to consolidation from other departments

Community services (529)

Added an asst and lower salary to \$52,095

Gary moved salary of \$52,095 and Maria seconded

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

Approved 6-0

Gary moved \$8,005 other and maria seconded

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

Approved 6-0

COA (541)

Correction to salary

Review next week

Plan next year (FY2024) is to have a buildings and grounds budget managed by Ed Kukkula

Pensions (retirement assessment) discussed by Sachin regarding county retirement assessment at 4.94% of total budget in FY22 budget and covers union and non-union works, but not teachers. The growth rate over 5 years went up 10.54%. could we move to a 401K plan from pension, probably not? Merit based pay is an option discussed over the years. Need to negotiate with various unions.



The Capital Saturday is cancelled for February 5. The Warrant closes on March 7

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

Liaison updates

SB –

EDC –

Planning board – MBTA overlay for 750 units and how do we do that in Boxboro? Gutierrez looking to put a building at 244 Adams place

BLF –

BBC –

Personnel board –

RecCom – liberty fields project is short on funds due to change in playing surface

Library –

Housing –

AB regional building committee –

Regional school meeting – budget review last week and another review on February 3 to cover all day kindergartner, health trust, DEI director. School is coming to FinCom on February 8.

CPC –

CoA–

Water resources–

Sustainability–

ConsCom –



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 10:07

Exhibits used:

Minutes for January 25, 2022

Budget for FY2023

Next meetings:

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	Moderator	\$80	6-0	1/25/22
119	Other	Town constable	\$160	5-0-1	1/25/22
122	Salary	Select Board	\$		
122	Other	Select Board	\$		
123	Salary	Town Administrator	\$		
123	Other	Town Administrator	\$		
131	Other	Finance Committee	\$385	6-0	1/25/22
135	Salary	Town Accountant	\$		
135	Other	Town Accountant	\$		
141	Salary	Town Assessor	\$		
141	Other	Town Assessor	\$		
145	Salary	Treasurer Collector	\$109,148	6-0	2/1/22
145	Other	Treasurer Collector	\$34,800	6-0	2/1/22
151	Salary	Legal	\$		
151	Other	Legal	\$		
152	Salary	Personnel Board	\$		
152	Other	Personnel Board	\$		
156	Salary	Technology	\$		
156	Other	Technology	\$		
161	Salary	Town Clerk	\$		
161	Other	Town Clerk	\$		
162	Salary	Elections and registration	\$11,204	5-0-1	2/1/22
162	Other	Elections and registration	\$8,360	5-0-1	2/1/22
171	Other	Conservation Comm	\$1600	6-0	1/18/22
174	Salary	Land Use and Permitting	\$		
174	Other	Land Use and Permitting	\$		
175	Salary	Planning Board	\$		



175	Other	Planning Board	\$		
176	Salary	ZBA	\$1,304	6-0	1/25/22
176	Other	ZBA	\$635	6-0	1/25/22
179	Other	AG Comm	\$200	6-0	1/25/22
182	Other	Economic Develop.	\$		
192	Salary	Town Hall	\$		
192	Other	Town Hall	\$		
196	Salary	Facilities	\$		
196	Other	Facilities	\$		
199	Salary	Sustainability Com	\$		
199	Other	Sustainability Com	\$		
210	Salary	Police	\$1,389,481	6-0	1/25/22
210	Other	Police	\$210,805	6-0	1/25/22
215	Salary	Dispatch	\$393,949	6-0	1/25/22
215	Other	Dispatch	\$58,768	6-0	1/25/22 2/1/22
220	Salary	Fire	\$1,158,176	6-0	1/18/22
220	Other	Fire	\$148,990	6-0	1/18/22
241	Salary	Building inspector	\$		
241	Other	Building Inspector	\$		
292	Salary	ACO	\$18,061	6-0	1/25/22
292	Other	ACO	\$5,495	6-0	1/25/22
299	Salary	Field Driver	\$		
299	Other	Field Driver	\$		
300	Salary	School committee	\$		
300	Other	School committee	\$		
310	Other	Minuteman	\$		
311	Other	Assabet	\$		
312	Other	Nashoba	\$		
320	Other	ABRSD	\$		
422	Salary	DPW	\$626,621	6-0	1/11/22
422	Other	DPW	\$130,496	6-0	1/11/22
423	Salary	Snow & Ice	\$66,880	6-0	1/11/22
423	Other	Snow & Ice	\$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	Cemetery	\$		
505	Salary	Animal Inspector	\$		
505	Other	Animal Inspector	\$		
511	Salary	Board of Health	\$		
511	Other	Board of Health	\$		
529	Salary	Community service	\$52,095	6-0	1/11/22
529	Other	Community service	\$8,005	6-0	1/11/22
541	Salary	COA	\$		
541	Other	COA	\$		
543	Salary	Veterans	\$		
543	Other	Veterans	\$		
610	Salary	Library	\$276,462	6-0	1/25/22
610	Other	Library	\$164,750	6-0	1/25/22
630	Salary	Rec Comm	\$42,418	6-0	1/11/22
630	Other	Rec Comm	\$11,900	6-0	1/11/22
670	Other		\$2,000	6-0	1/25/22
691	Salary	Historical comm	\$		
691	Other	Historical comm	\$		
692	Salary	Public Celebrations	\$		
692	Other	Public Celebrations	\$		
699	Salary	AB cultural council	\$		
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	\$150,000	6-0	1/25/22