



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

BOARD/COMMITTEE: Boxborough Finance Committee

DATE: Tuesday, February 8, 2022

TIME: 6:30PM

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

In attendance: Gary Kushner, Becky Neville, Maria Neyland, Priya Sundaram (virtual), Keshava Srivastava (virtual), Sachin Mathur (6:35)

Missing:

Other: Kirby (LittletonTV); Rob (Littleton TV) ; Susan Bak; Carter Terenzini; Jennifer Campbell, John Markiewicz; Rajon Hudson; David Verdolino; Peter Light; Marie Altieri; Adam Klein

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

Roll call vote: Gary Kushner-present, Becky Neville-present, Maria Neyland-present, Priya Sundaram (virtual)-present, Keshava Srivastava (virtual)-present

Citizen's concerns – none

Minutes for February 1, 2022 were reviewed moved by Maria and Seconded by Priya
Maria-aye, Priya-aye, Keshava-aye, Becky-aye, Gary-aye
Approve 5-0

Town Hall (1

Reviewed memo sent from TA

The Select board will not take the stipend towards salary

Admin asst \$1350 and \$102 OT moved to warrant and removed \$1450 from budget

Town acct reduced floating hours by \$494, consulting of \$12,000 to \$2,500

Asking for \$500 in warrant article

Assessor for \$1,650 in Warrant.

Treasurer/collector – reduced tax lien by \$7,500. \$1,900 toward staffing in ATM

Town Clerk reduced salary to \$65,000 and \$2,550 in warrant



Admin asst for land use and permitting reduced to \$44,013. Cell phone expenses modified to \$1,700. \$1,950 in the warrant for reclassification.

COA removed floating hours and \$629 for .5 hours. \$650 for a warrant article

Rec Comm will revote budget for assistant

A total of \$10,650 in a warrant article

Associate planner for \$30,000 in warrant or if not approved then will have to go with a full time inspector including benefits.

Town Hall (192) copier lease, inflation and elimination of travel

Employee benefits to increase by \$5,000 for tuition reimbursement

Issue with the recording of the various meetings and BXTV cannot meet all the requirements

The SelectBoard will not take their stipend, but would like to move to appreciation line, but Maria indicated that even the \$750 was a lot. Potential of multiple events over the year. Consulting to \$10,000 from \$12,500. Discussion on potential other area of the Select Board budget. Potentially employee appreciation including luncheons and other events. Carter will come back next week with a plan. Would vote \$2,750

(123) executive office

Gary moved \$302,870 and Maria seconded

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

Approve 6-0

Maria moved and Sachin seconded for \$21,745 other

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

Approve 6-0

Town Accountant (135)

Removed floating hours; read only license to be purchased to allow TH staff to check for \$1,000

Moved \$96,447 for salary by Gary and seconded by Maria

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

Approve 6-0

Move \$43,600 for other by Maria and Sachin

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

Approve 6-0



Town Assessor (141)

SW vendor increased by \$4,400

\$106,887 for salary by Gary and seconded by Priya

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

Approve 6-0

Moved \$21,220 for other by Gary and seconded by Maria

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

Approve 6-0

Treasurer (145)

Gary moved \$108,402 and Maria Seconded

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

Approve 6-0

Gary moved \$28,700 for salary and Priya seconded

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

Approve 6-0

Town Clerk (161)

Gary Moved salary for \$93,655 and Maria Seconded

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

Approve 6-0

Gary Moved other for \$2,664 and Maria Seconded

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

Approve 6-0

Elections and registrars (162)

Gary Moved salary of \$11,204 and Maria seconded

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

Approve 6-0

Gary moved other of \$8,360 and Maria seconded

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

Approve 6-0



Land use and permitting (174)

Gary moved salary of 242,378 and seconded by Sachin
Maria-aye, Priya-aye, Keshava-aye, Becky-aye, Gary-aye- Sachin-aye
Approve 6-0

Other office expense up by purchasing large boxes and plastic tubs
\$17,000 moved by Gary and Sachin Seconded
Maria-aye, Priya-aye, Keshava-aye, Becky-aye, Gary-aye- Sachin-aye
Approve 6-0

Community services 529

Sachin moved 52095 and Gary seconded
Maria-aye, Priya-aye, Keshava-aye, Becky-aye, Gary-aye- Sachin-aye
Approve 6-0

Note: already voted on January 11, 22

Gary moved \$8,005 and seconded by Sachin
Maria-aye, Priya-aye, Keshava-aye, Becky-aye, Gary-aye- Sachin-aye
Approve 6-0

Note: already voted on January 11, 22

COA (541)

\$74,486 moved by Gary and Sachin Seconded
Maria-aye, Priya-aye, Keshava-aye, Becky-aye, Gary-aye- Sachin-aye
Approve 6-0

Gary moved \$9,240 and Sachin seconded
Maria-aye, Priya-aye, Keshava-aye, Becky-aye, Gary-aye- Sachin-aye
Approve 6-0

Town Hall (192)



Maria moved \$51,240 other and Gary Seconded

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

Plan for \$2750, Technology, Rec Comm, next week by TA, health insurance,
Vocational schools have not received updates, but hearing that vocational schools are locked
(transportation contract is in place for 3 schools).

ABRS presented by David Verdolino, Marie Altieri, Peter Light (superintendent) and Adam Klein
Original increase was 3.5% or \$3,490,173

Revenues down \$186,703

Preliminary assessment total was \$3,676,876

Showed reductions

Discussion on English as a second language or students who have no knowledge of English at all
as they enter the school

Discussion on the need for director level DEI position. Sachin asked for qualitative and
quantitative metrics to measure effectiveness of the DEI position. Occurrence of racial incidents
was cited as a need for DEI position. School board was asked to share the number of incidents
in the past year and the action taken against students involved in such incidents. DEI position at
other schools was cited, member asked metrics related to their effectiveness.

Elementary school attendance is currently flat

811 (CY22), 831 (CY21), 854(CY20) Boxborough share is 16.17% (first year was 14.9% of
regionalization),but Acton's share dropping more

3.18% for Acton and 4.59% for Boxborough

Most likely go with \$1800 for ADK for three years

Thursday February 17 will be the school committee preliminary voted budget

School committee (300)

Maria Moved \$1600 for salary and Priya seconded

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

Minuteman

8 applied to Minuteman, 3 to Nashoba and 1 to Assabet and possibly missed the application
date for other schools. DESI as not set out of district tuitions. Assabet currently has 1 student,
Minuteman has 4 students and Nashoba has 4 students with 1 graduating.



Annual Town report was sent out as a DRAFT

Sachin presented a letter to the Select Board regarding the growth in the retirement funds being the #2 budget growth by 2028. Proposed merit based and COLA uniform across employees. Sachin will send to the Select board and TA

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

Liaison updates

SB – met on February 7, potential warrant articles including a FinCom bylaw. Policy discussion about warrant articles vs. budget. Consider moving SW into one budget in the near future. V5 of the budget will be sent out by Becky. Sargent road in chapter 61A and being considered for purchase by the conservation trust for \$1.25M. STM set up at Regency.

EDC – no update

Planning board – no update

BLF – meeting February

BBC – on February 9

Personnel board –

RecCom – meeting February 9 and Becky will attend

Library – survey out for the population; consider emailing to the library patrons



Housing – no update

AB regional building committee – meeting February 9

Regional school meeting – presented budget updates

CPC – all articles voted for ConsCom, housing, cemetery and water

CoA–

Water resources–

Sustainability–

ConsCom – big meeting regarding Sargent road property

Correspondence – request for all minutes by a Town member for minutes for 10 days.

Next meeting at 6:30PM to start with potential RFT and capital plan discussion

Gary moved to adjourn and Maria seconded,

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

Exhibits used:

Minutes for February 1, 2022

Budget for FY2023

Town Hall memo

Preliminary budget presentation by ABRS school admin

Letter to Select Board on merit pay

Town report – draft

Correspondence/request for minutes

Next meetings:



February 10 BLF
 February 15
 February 22
 February 28 STM
 March 1
 March 8
 March 15
 March 22

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	\$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	\$302,870	6-0	2/8/22
123	Other	Town Administrator	\$21,745	6-0	2/8/22
131	Other	Finance Committee	\$385	6-0	1/25/22
135	Salary	Town Accountant	\$96,447	6-0	2/8/22
135	Other	Town Accountant	\$43,600	6-0	2/8/22
141	Salary	Town Assessor	\$106,887	6-0	2/8/22
141	Other	Town Assessor	\$21,220	6-0	2/8/22



145	Salary	Treasurer Collector	\$108,402	6-0	2/1/22 2/8/22
145	Other	Treasurer Collector	\$28,700	6-0	2/1/22 2/8/22
151	Other	Legal	\$103,400	6-0	1/11/22
152	Other	Personnel Board	\$345	6-0	12/21/21
156	Salary	Technology	\$		
156	Other	Technology	\$		
161	Salary	Town Clerk	\$93,655	6-0	2/8/22
161	Other	Town Clerk	\$2,664	6-0	2/8/22
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	\$242,378	6-0	2/8/22
174	Other	Land Use and Permitting	\$17,000	6-0	2/8/22
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	4-0-2	1/25/22
182	Other	Economic Develop.	\$		
192	Other	Town Hall	\$51,240	6-0	2/8/22
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	\$1600	6-0	2/8/22
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	\$74,486	6-0	2/8/22
541	Other	COA	\$9,240	6-0	2/8/22
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	Steele Farm	\$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