



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

BOARD/COMMITTEE: Boxborough Finance Committee

DATE: Tuesday, February 15, 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), Sachin Mathur, Keshava Srivastava (virtual)

Missing: none

Other: Kirby (LittletonTV); Rob (Littleton TV) ; Lynda, Susan Bak

Meeting called to order by the Chair at 6:30 PM via in person and zoom (hybrid)

Roll call vote: Gary Kushner-present, Maria Neyland-present, Sachin Mathur-present, Priya Sundaram - present, Keshava Srivastava-present, Becky Neville-present

Citizen's concerns – none

Minutes for February 8, 2022 as amended were reviewed moved by Gary and Seconded by Sachin

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

Approved 6-0

RFT for Assessor's office for \$4,000, but invoices do not equal \$3,743 (1,155 and 2,587.50) for consulting. The consulting line is currently \$0. Becky will update the amount to reflect \$3,743 Maria moved to approve \$3,743 and Sachin seconded

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

Approved 6-0

Budgets

Rec Comm – the Rec comm voted the new budget last week to include the new department assistant. The new salary line is \$52,298. 400 hours at \$24.70.



Maria moved salary \$52,298 and Gary seconded
Priya-aye, Keshava-aye, Sachin-aye, Gary-aye, Maria-aye, Becky-aye
Approved 6-0

Insurance (912)

Maria moved total other for budget \$214,013 for insurance and Sachin seconded
Priya-aye, Keshava-aye, Sachin-aye, Gary-aye, Maria-aye, Becky-aye
Approved 6-0

123 executive offices

other \$21,745 including \$10,000 for consulting. Will review next meeting after we review the
FinCom policy. Question if this item should be a warrant article for the first year.

Facilities (196)

Discuss the cleaning services of \$32,760
Gary moved \$63,775 and Sachin seconded
Priya-aye, Keshava-aye, Sachin-aye, Gary-aye, Maria-aye, Becky-aye
Approved 6-0

Sustainability (199)

Other to cover \$950
Website being discussed and still in development
Priya moved \$950 for Other and Maria seconded
Keshava-aye, Sachin-aye, Gary-aye, Maria-aye, Priya-aye, Becky-aye
Approved 6-0

Cemetery (491)

Salary of \$5,000
Gary moved \$5,000 and Maria seconded
Gary asked about taking their salary. Sachin will send a note to Ed Kukkula/Linda
Sachin-aye, Keshava-aye, Gary-aye, Maria-aye, Priya-aye, Becky-aye
Approved 6-0

Other of \$500

Gary moved \$500 total Other and Sachin seconded



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

Animal inspector (505)
Animal inspector and field drive combined and is covered by the animal control officer
Salary of \$1,015
Moved salary of \$1,015
Maria moved total salary \$1,015 and Gary seconded

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

Board of Health (511)
Becky will talk with the BoH to determine if any costs will change
Delay vote a week

Veterans (543)
Email asking for \$900 instead of \$600 (additional \$300) for flowers on veteran's day
Other \$35,599
Veterans services up 7%

Gary moved \$35,999 for total Other and Maria seconded
Sachin-aye, Maria-aye, Gary -aye, Keshava-aye, Priya-aye, Becky-aye
Approved 6-0

Historical commission (691)
Other of \$6,073
Cut building and grounds by \$6,777
Gary moved \$6,073 and Sachin seconded
Sachin-aye, Maria-aye, Gary -aye, Keshava-aye, Priya-aye, Becky-aye
Approved 6-0

Public celebrations (692)
Currently there are no members on the committee
Gary moved \$1,500 and Priya seconded
Sachin-aye, Maria-aye, Gary -aye, Keshava-aye, Priya-aye, Becky-aye



Approved 6-0

AB cultural council (699)

Other of \$1,400

Gary \$1,400 and Sachin seconded

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

Approved 6-0

IT, schools, debt interest, employee benefits for next meeting

Capital plan

Keshava left at 7:28PM

Fire department budget cistern review cut from \$40,000 to \$15,000 with the use of ARPA funds

Police cutting one cruiser and ACO and removed the shed from the capital plan

Library cut all items and moved them out a year

Steele farm will not paint the barn (wait for CPC funds), but will paint the ice house

Planning board to be investigated by Becky

Town wide consisting of technology (\$63,000) in the operating budget and records conservation (\$18,000) in warrant

Budget as of today's meeting is \$24,311,532 with new warrant articles

AI> Gary to check with Fire Chief on SAFER grant

Finance committee bylaw discussed

Consensus is that this is not a good year to open the FinCom bylaw for potential changes.

Susan Bak indicated that the original Town study indicated no change to the FinCom role

Becky will talk to John Fallon

AI> Susan Bak will send Town Study overview slides

Budgeting Policy discussion

Originally approved in November 2021

Gary will modify the wording to indicate that "annual purchases over \$5,000 will be approved at ATM in a warrant article and then funding will appear in the operating budget. E.G. cruiser, technology (servers), PPE for fire. Items that require bonding must be in the warrant."



Liaison updates

SB – contract negotiation and compensation survey and indicated it might be happening.

EDC –

Planning board – MBTA discussed with overlay.

BLF – met last week included STM at Boxborough Regency and Requested tables.

BBC – RFQ being worked.

Personnel board – meeting held with follow up o February 18. Changes proposed by TA for compensation plan. Asked for cost to changes to sick leave and vacation for part time employees. Automatic steps each year in article 4 for non-contract employees. Revision on higher level step for employee fill in a higher level grade. Sick leave bank for full time employees. The SB is looking at recognition awards. Personnel board believes this is a SB decision.

RecCom – revoted the budget. Winterfest cancelled and will do a Springfest at liberty fields on April 3rd.

Library – survey completed.

Housing –

AB regional building committee –

Regional school meeting – meeting is February 17

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

CoA– no meeting; the van has an issue if person is required (caregiver) and will use ARPA funds of \$7,500 to utilize special vehicle for support person.

Water resources–



Sustainability– Priya attended and discussed Solar bylaw. Energize website in development. Cluster housing discussed. Asked Priya about the building committee. Discussed sustainability of Blanchard.

ConsCom – no updates

Correspondence – minutes will be provided by Clerk to anyone requesting the minutes.

Next meeting at 6:30PM

Gary moved to adjourn and Maria seconded,
Sachin-aye, Maria-aye, Gary -aye, Priya-aye, Becky-aye
Approved 5-0

Exhibits used:
Minutes for February 8, 2022
Budget for FY2023
Budgeting policy
Town study (mentioned, but not reviewed)

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

Next meetings:

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

RFT tracker

Item	description	Amount	Start at	comments
			\$150,000	
HVAC at museum		\$6,700	\$143,300	
Acc't Consultant &		\$39,820	\$103,480	



Training				
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	
Assessor	Feb 15 2022	\$3,743	\$38,537	

Budget worksheet FY23

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
123	Salary	Executive Offices	\$302,870	6-0	2/8/22
123	Other	Executive Offices	\$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	\$17,000	6-0	2/8/22



		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	4-0-2	1/25/22
182	Other	Economic Develop.	\$		
192	Other	Town Hall	\$51,240	6-0	2/8/22
196	Other	Facilities	\$63,775	6-0	2/15/22
199	Other	Sustainability Com	\$950	6-0	2/15/22
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	\$5,000	6-0	2/15/22
491	Other	Cemetery	\$500	6-0	2/15/22



505	Salary	Animal Inspector	\$1,015	6-0	2/15/22
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	\$0		
543	Other	Veterans	\$35,999	6-0	2/15/22
610	Salary	Library	\$276,462	6-0	1/25/22
610	Other	Library	\$164,750	6-0	1/25/22
630	Salary	Rec Comm	\$52,298	6-0 6-0	1/11/22 2/15/22
630	Other	Rec Comm	\$11,900,	6-0	1/11/22
670	Other	Steele Farm	\$2,000	6-0	1/25/22
691	Other	Historical comm	\$6,073	6-0	2/15/22
692	Other	Public Celebrations	\$1,500	6-0	2/15/22
699	Other	AB cultural council	\$1,400	6-0	2/15/22
710	Other	Retirement of LT debt	\$		
751	Other	Debt interest	\$		
830	Other	County retirement Assessment	\$		
912	Other	Other insurance	\$214,013	6-0	2/15/22
915	Other	Employee benefits	\$		
132	Other	Reserve fund	\$150,000	6-0	1/25/22