



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

BOARD/COMMITTEE: Boxborough Finance Committee

DATE: Tuesday, February 21, 2023

TIME: 7:00PM

PLACE: Town Hall and zoom

In attendance: Becky Neville, Maria Neyland (chair), Gary Kushner

Via zoom: Keshava Srivastava, Priya Sundaram

Missing: Tony Newton

Other: Kirby Littleton TV, Rob Littleton TV, Mike Johns (TA), Kelli Pontbriand, Richard Garrison, Kelly Brown (central MA regional coordinator), Francie Nolde, Marjorie K, Jayaraman, John Skinner, Arden Veley

Meeting called to order by the Chair at 7:00 PM

Priya-present, Keshava-present, Gary-present, Becky-present, Maria-present

No citizen concerns

Green communities regarding Boxborough becoming a green community with discussion by Kelly Brown. Towns served by municipal lighting. Our state senator and representative pushed a bill that allowed town to migrate to be a green community. ATM must approve with a monthly average bill of \$.42 (or \$5.04 per year) on average consumption and 5 criteria (3 out of 5 are done). Regional greenhouse gas fund and others for the grant program. It is estimated that Boxborough would receive \$130,000 the first year for energy related programs (electric cars, library lighting or controls). The Town including capital committee, TA and others would provide recommendations for usage of the grant funds. Criteria 1 for solar bylaw:

1. adopt expedited permitting process is in place
2. create an energy reduction plan (can Blanchard be included but shouldn't be as it is a regional decision),
3. purchase only fuel-efficient vehicles and
4. minimize life cycle cost in new construction.

Steele farm house (~280 years old) presentation on the building's envelope. Roof put on in 1980's prior to ownership by the Town. The foundation was restored, but envelope was not touched. Windows, clapboards and roof needs to be replaced. ~\$320,000 to resolve the envelope. Discussion on grant potentials. Becky asked if the insides can be modified if on the



historical registry. Gary does not support the funds without future plans. The expectation is that the envelope is in dire straights, but the roof leaking issue was resolve for the short term. Question on the roof and the insurance required and was related to moss and lichen on the roof. The windows need to be reviewed and resolved short term.

Minutes for February 7 moved by Becky and seconded by Priya
Priya-aye, Keshava-aye, Gary-aye, Becky-aye, Maria-aye
Approved 5-0

Budget

Color coding with red means that the budget is approved

Tony is working with Kelli on tying the FY23 and FY24 budgets and currently \$40,000 higher than the FY23 budget. There were 2 reserve fund transfers for \$40,000, but unclear if in the budget. When the reserve funds were used Kelli moved them to the budget line, but not correct for budgeting purposes. Currently at 4.7% plus 40,000. The Region reduced their budget by ~\$16,000 (5.18%). **AI> Gary will reach out to Dave Verdolino and pass the names who should receive notices.**

Kelli received the retirement final numbers

Waiting on electric from LELD

State aid required for revenue

Waiting on Assabet, Minuteman and Nashoba budgets and student count

Did receive health insurance – final

\$13,944,299 is the new regional school number and cannot go higher

Long term debt is good

Insurance are in place

Employee benefits are good

March 7th will be the final budget votes and contingent on region's final vote which is a couple of days later.

Becky asked that we combine the vocational schools into one budget and Kelli will do so

EDC will use the Total Other increase of \$500 with potential usages.

Middlesex county retirement approved a 2% increase for this year and once the members (2/3 of schools and Select Boards) approve then the increase will occur, but the financial increase will hit the towns in 2 years.

FinCom will meet on March 14 at 6 prior to BLF, if needed

The Audit report was received and reviewed at the SB

The second quarter report was received by FinCom by Kelli



No treasurer applications at this time. Looking at 32 hour week and keeping salary the same.

Budgets

123

Becky moved Total Salary \$350,406 and Total Other \$63,509 for a total of \$413,915 and Priya seconded

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

Approved 5-0

135 Town Accountant

Becky moved Total Salary of \$97,583 and total other \$45,900 or total of \$143,483 and Priya seconded

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

Approved 5-0

141 Assessor

Becky moved Total Salary \$119,000 and Total Other \$32,445 or total \$151,445 and Priya seconded

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

Approved 5-0

145 Treasurer/collector

Becky moved Total Salary \$119,888 and Total Other \$29,200 or total of \$149,088 and Priya seconded

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

Approved 5-0

151 legal

Becky moved Total Other \$130,000 and Priya seconded

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

Approved 5-0

156 Technology

Becky moved Total Salary \$7,500 and Total Other \$216,00 or \$223,500 and Priya seconded

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

Approved 5-0



161 Town Clerk

Becky moved Total Salary \$114,081 and Total Other \$14,052 or total \$128,133 and Priya seconded

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

174 Land Use Permitting

Becky moved Total Salary \$290,059 and Total Other \$21,200 or Total \$311,259 and Priya seconded

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

175 Planning Board

Becky moved Total Salary Total \$5,913 and Total Other of \$7,942 or total \$13,855 and Priya seconded

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

182 Economic Development

Becky moved Total Other \$4,250 and Priya seconded

Priya-aye, Keshava-aye, Gary-aye, Becky-aye, Maria -abstain
Approved 4-0-1

196

Becky moved Total Other \$17,200 and Priya Seconded

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

210 police

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

215 Dispatch



Becky moved Total Salary \$412,033 and Total Other \$61,300 or Total of \$473,333 and Priya Seconded

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

220 Fire

Becky moved Total Salary \$1,208,112 and Total Other \$126,983 or a total of \$1,335,095 and Priya seconded

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

292 Animal Control - revote

Becky moved Total Salary \$18,706 and Total Other \$5,197 for Total of \$23,903 and Priya Seconded

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

422 public works

Becky moved Total Salary \$682,827 and Total Other \$227,640 for a total of \$910,467 and Priya seconded

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

511 board of health

Becky moved Total Salary \$600 and Total Other \$67,845 for total \$68,445 and Priya seconded

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

Approved 4-0-1

529 community Services

Becky moved Total Salary total \$54,898 and Total Other \$8,415 for total of \$63,313 and Priya seconded

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

541 COA

Becky moved Total Salary \$78,084 and Total Other \$10,950 for total \$89,034 and Priya seconded

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



610 library

Becky moved Total Salary \$290,525 and Total Other \$109,275 for a Total of \$399,800 and Priya Seconded

Gary asked if the full amount including what was moved to a different line was included in the 19.2% calculation.

Will Pass over to next meeting. Need to validate the 19.2%

Not voted

630 RecCom

Becky moved Total Salary \$52,298 and Total Other \$13,225 for Total of \$65,523 and Priya Seconded

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

Approved 5-0

710 long term debt

Becky moved Total \$1,334,132

and Priya seconded

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

Approved 5-0

911 county retirement

Becky moved Total \$1,245,470 and Priya seconded

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

Approved 5-0

912 913 town insurance

Becky moved Total Other \$230,000 and Priya seconded

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

Approved 5-0

914-915 916 919 benefits

Becky moved Total Other \$1,183,600 and Priya seconded

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

Approved 5-0



STM within ATM FY24

Article 1 Sargent Road bond anticipation note repayment

Gary moved to approve article 1 and Becky seconded

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

Approved 5-0

Priya will write the recommendation

Article 2 Water Line extension consultant and services

Becky moved to approve STM article 2 and Priya seconded

Need the fund immediately rather than wait to July

Keshava will write the recommendation

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

Approved 5-0

Article 3 Information Technology

Not voted

The Finance committee recommends

A member of the FinCom was on the subcommittee to review the quotes from both Microsoft and Google. As indicated the quote for MS was slightly lower, but the non-tangibles (training, schedule, eDiscovery, etc) equated to the Google quote being a better option for Boxborough. It should be noted that going forward the Operating budget will include around \$43,000 in yearly license renewals plus an inflation factor.

Article 4

The Finance committee recommends

Boxborough needs to pay our bills even when the vendors are delinquent in billing Boxborough

Becky moved and Priya seconded

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

Approved 5-0

FinCom recommends

ATM FY24



Article 1 choose town officers

The Finance committee recommends

Becky moved article 1 and Priya seconded

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

Approved 5-0

Article 2 receive reports

Becky moved article 2 and Priya seconded

The Finance committee recommends

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

Approved 5-0

Article 3 set salaries and compensation of elected officials

The Finance committee recommends

Becky moved and Priya seconded

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

Approved 5-0

Article 4 Amend FY2024 personnel plan including the classification and compensation schedule

Not discussed

Article 5 Town Operating Budget

The Finance committee recommends and will present at ATM

Article 6 Fall Town meeting designated for zoning

The FinCom will defer to next meeting as we do not know the planning boards thoughts

Article 7 disposition of the remaining balance in the appropriated Douglas/Gates building project

Passed over for now

Article 8 Town Hall - addition to staff, part-time for Town accountant admin

Becky moved and Maria seconded

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

Approved 5-0



Maria will write the recommendation

Article 9 fire Department addition to staff including benefits

Gary to write

The Town of Boxborough is working towards a full time EMT/FF staff of 8. Through the last 3 years we have applied for SAFER grant to aid the Town in this process. Over the last three years Boxborough was denied. In the 4th year we will not apply for the grant, but will plan to add the 4th and final new EMT/FF in January if ATM approves the hiring. This is a safety issue as it allows the chief to have personnel in a building or other area and backup outside the dangerous area.

~~Article 10 Record conservation—scanning/archiving/searchable database~~

~~Might be removed~~

Article 11 upgrade and redesign of Town's Website

the current website is not working for the residents of the Town. The plan is to redesign the website to make it easier for searches. This will enable the citizens of Boxborough to obtain/find documents quicker and easier than in the past.

Article 12 Transfer to OPEB

The FinCom recommends and supports using free cash

Article 13 Assessor cyclical/revaluation

This item is expected to be a recurring expense and will be added to the Capital Plan

Maria will write

Article 14 Survey of recreation commission property – summer road

The FinCom recommends. The Town approved the purchase of the Summer Road property for the purpose of recreation (softball and potentially other purposes). There is a need to perform a survey of the property to determine the actual boundary lines.

Article 15 MS4 permitting

Becky will write



Article 16 Cable services and equipment

Maria will write

Article 17 Departmental revolving funds expense limits

The FinCom recommends

Article 18 backhoe

Becky will write

Article 19 fuel tanks removal and install of new tanks

Becky will write

Article 20 Leaf vacuum

Becky will write

Article 21 Hager well permanent chlorine system

Becky will write

Article 22 tree health survey

Becky will write

Article 23 bullet proof vests

Becky

Article 24 data storage for body cameras

This article is to obtain the funds required to properly store the data obtained from the body cameras and retain the data for a specific period of time as required by the department or Town counsel or other entity.

Article 25 Marked hybrid cruiser

Becky will write

Article 26 fire department command vehicle



The FinCom recommends

This article is to replace the Fire department command vehicle. This vehicle is used by the Chief in the normal operations of the department. This vehicle is sized to carry the equipment required to perform onsite operations. There is currently not a hybrid vehicle in this class that is approved for this specific duty.

Article 27 Fire department PPE

The FinCom recommends

In the past we purchased a complete set of gear for the entire department, but have found that with new hirings the sizes do not always match. We are moving to a process of procuring 2 to 3 sets of PPE each year when required. By purchasing through the warrant article we can keep the funds to the following fiscal year if not fully utilized.

Article 28 library audio system

Maria will write

Article 29 Library roof

Maria will write

Article 30 library alarm system

Maria will write

Article 31 CPC report and establish FY24 reserves

Priya will write

Article 32 CPC open space trust fund

Priya will write

Article 33 CPC community housing regional housing services

Priya will write

Article 34 CPC rental housing assistance

Priya will write

Article 35 CPC cemetery restoration

Priya will write

Article 36 CPC evaluation of Steele farm for \$10,000



Priya will write

Article 37 CPC preservation of Steele farm house

Priya will write

Article 38 fire department tender

The Boxborough Fire department is currently existing with one tender (tanker) and a hose truck. The hose truck is past its useful life. Carrying hose only helps when there is a cistern in the general area. For example, there is no cistern on Flagg hill Road. The Chief recommendation is to go with a second tender (tanker). This tender would replace the hose truck and would be an additional source of water when fighting fires in Town, on 495 or in surrounding towns that do not have water systems.

Article 39 fire department tender grant

The Town of Boxborough is applying for a grant to replace the hose wagon with a tender.

Article 41 cell tower lease

Maria will write

Article 42 green community renewable energy trust fund surcharge

Priya will write

Article 43 cost of investigation into Boxborough Police

Becky will write the pro

Article 44 Acceptance of Joyce Lane, Loring Avenue and Macleod Way

Becky will write

Article 45 tree protection bylaw

Becky will write

Article 46 zoning bylaw accessory apartment

Becky will write

Becky moved to adjourn and Priya seconded

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

Approved 5-0



Adjourned at 9:53PM

| 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 | 4-0-1 | 1/17/23 1/31/23 |
| 123 | Salary | Executive Offices | \$350,406 | 5-0 | 2/21/23 |
| 123 | Other | Executive Offices | \$63,509 | 5-0 | 2/21/23 |
| 131 | Other | Finance Committee | \$700 | 5-0 | 1/31/23 |
| 135 | Salary | Town Accountant | \$97,503 | 5-0 | 2/21/23 |
| 135 | Other | Town Accountant | \$45,900 | 5-0 | 2/21/23 |
| 141 | Salary | Town Assessor | \$119,000 | 5-0 | 2/21/23 |
| 141 | Other | Town Assessor | \$32,445 | 5-0 | 2/21/23 |
| 145 | Salary | Treasurer Collector | \$119,888 | 5-0 | 2/21/23 |
| 145 | Other | Treasurer Collector | \$29,200 | 5-0 | 2/21/23 |
| 151 | Other | Legal | \$130,000 | 5-0 | 1/31/23 2/21/23 |
| 152 | Other | Personnel Board | \$345 | 5-0 | 1/17/23 |
| 156 | Salary | Technology | \$7,500 | 5-0 | 2/21/23 |
| 156 | Other | Technology | \$216,000 | 5-0 | 2/21/23 |
| 161 | Salary | Town Clerk | \$114,081 | 5-0 | 2/21/23 |
| 161 | Other | Town Clerk | \$14,052 | 5-0 | 2/21/23 |
| 162 | Salary | Elections and registration | | | |
| 162 | Other | Elections and registration | | | |
| 171 | Other | Conservation Comm | \$1700 | 5-0 | 1/17/23 1/31/31 |
| 174 | Salary | Land Use and Permitting | \$290,059 | 5-0 | 2/21/23 |
| 174 | Other | Land Use and Permitting | \$21,200 | 5-0 | 2/21/23 |
| 175 | Salary | Planning Board | \$5,913 | 5-0 | 2/21/23 |
| 175 | Other | Planning Board | \$7,942 | 5-0 | 2/21/23 |
| 176 | Salary | ZBA | \$1304 | 5-0 | 1/17/23 |
| 176 | Other | ZBA | \$635 | 5-0 | 1/17/23 |
| 179 | Other | AG Comm | \$300 | 3-0-2 | 1/17/23 |



| | | | | | |
|-----|--------|----------------------|-------------|----------|-------------------------------|
| | | | | | 1/31/23 |
| 182 | Other | Economic Develop. | \$4,250 | 5-0 | 2/21/23 |
| 192 | Other | Building and grounds | | | |
| 196 | Other | Facilities | \$0 | \$17,200 | 1/31/23 2/21/23 |
| 199 | Other | Sustainability Com | \$950 | 5-0 | 1/17/23 |
| 210 | Salary | Police | \$1,487,904 | 5-0 | 2/21/23 |
| 210 | Other | Police | \$129,683 | 5-0 | 2/21/23 |
| 215 | Salary | Dispatch | \$412,033 | 5-0 | 2/21/23 |
| 215 | Other | Dispatch | \$61,300 | 5-0 | 2/21/23 |
| 220 | Salary | Fire | \$1,208,112 | 5-0 | 2/21/23 |
| 220 | Other | Fire | \$126,983 | 5-0 | 2/21/23 |
| 292 | Salary | ACO | \$18,706 | 5-0 | 1/17/23 2/21/23 |
| 292 | Other | ACO | \$5,197 | 5-0 | 1/17/23 |
| 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 | \$682,827 | 5-0 | 2/21/23 |
| 422 | Other | DPW | \$227,640 | 5-0 | 2/21/23 |
| 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 | \$ | 5-0 | 2/21/23 |
| 425 | Other | Hager Well | \$ | 5-0 | 2/21/23 |
| 429 | Other | Fuel | \$ | 5-0 | 2/21/23 |
| 431 | other | Hazardous Waste | \$ | 5-0 | 2/21/23 |
| 433 | Other | Transfer station | \$158,950 | 5-0 | 1/31/23 |
| 490 | Salary | Animal Inspector | \$1,015 | 5-0 | 1/17/23 |
| 491 | Salary | Cemetery | \$5,000 | 4-0-1 | 1/17/23 1/31/23 |
| 491 | Other | Cemetery | \$2,300 | 4-0-1 | 1/17/23 1/31/23 |
| 511 | Salary | Board of Health | \$600 | 4-0-1 | 2/21/23 |
| 511 | Other | Board of Health | \$68,445 | 4-0-1 | 2/21/23 |
| 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 | \$78,084 | 5-0 | 2/21/23 |



| | | | | | |
|-----|--------|------------------------------|-------------|-----|---------|
| 541 | Other | COA | \$10,950 | 5-0 | 2/21/23 |
| 543 | Salary | Veterans | \$0 | | |
| 543 | Other | Veterans | \$35,875 | 5-0 | 1/31/23 |
| 610 | Salary | Library | \$ | 5-0 | 2/21/23 |
| 610 | Other | Library | \$ | 5-0 | 2/21/23 |
| 630 | Salary | Rec Comm | \$52,298 | 5-0 | 2/21/23 |
| 630 | Other | Rec Comm | \$13,225 | 5-0 | 2/21/23 |
| 670 | Other | Steele Farm | | | |
| 691 | Other | Historical comm | \$350 | 5-0 | 1/31/23 |
| 692 | Other | Public Celebrations | \$1,500 | 5-0 | 1/31/23 |
| 699 | Other | AB cultural council | \$1,500 | 5-0 | 1/31/23 |
| 710 | Other | Retirement of LT debt | \$1,334,132 | 5-0 | 2/21/23 |
| 751 | Other | Debt interest | \$ | | |
| 830 | Other | County retirement Assessment | \$1,245,470 | 5-0 | 2/21/23 |
| 912 | Other | Other insurance | \$230,000 | 5-0 | 2/21/23 |
| 915 | Other | Employee benefits | \$1,186,600 | 5-0 | 2/21/23 |
| 132 | Other | Reserve fund | \$ | | |

Exhibits used:

FY24 Town budget

Minutes for February 7

Next meetings:

February 28 – planning board and final votes/recommendations

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 |