



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

BOARD/COMMITTEE: Boxborough Finance Committee

DATE: Tuesday February 23, 2021

TIME: 7:30 PM

PLACE: zoom

Per Governor Baker's Emergency Order suspending certain provisions of Open Meeting Law dated March 12, 2020, the Finance Committee Meeting will be held through a Zoom session only. Click on the link to join, or dial in by phone. Details are below.

In attendance: Becky Neville, Ling Chen, Gary Kushner, Sachin joined at 7:33, Diana Lipari at 7:34

Other: Jennifer Barrett; Francie Nolde, Maria Neyland

Meeting called to order at 7:30

Minutes

January 9, Becky moved and Ling seconded, Ling-aye, Becky-aye, Gary-aye

January 19, Becky moved and Ling seconded, Ling-aye, Becky-aye, Gary-aye

February 16, Becky moved and Ling seconded, Ling-aye, Becky-aye, Gary-aye

Warrant review/liasons and kick off recommendations

Review sustainability budget for website

Francie requested that the sustainability budget be increased by \$700 to have a website created for the Town. The website is built by a company for \$1200 including support. there would be a social media activity to publicize the website. Tracking of the usage will be done and monitored. Gary asked about the support amount of \$450 and is it locked in for the next few years. Ask for a usage report to determine the company's usage model. Acton uses National grid for power vs. Littleton Electric which provides different messaging around sustainability. Should we consider pairing with Littleton? Boxborough did a solar project with Littleton a number of years ago, but now Littleton's committee is defunct. Will have Francie back at the next meeting. The sustainability committee has spent their budget to date for advertising. Recycling education warrant article is still open.

Building inspector 241 other

Spent \$500 on code books and \$200 on supplies and printer (laser).

Becky moved \$13,975 and Diana seconded, approved 5-0

Becky-aye, Ling-aye, Diana-aye, Sachin-aye, Gary-aye

Police 200 Salary

Becky moved \$1,347,540 Diana seconded, approved 5-0



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Removed lieutenant Quin bill – removed ~\$9,000, final salary \$91,005 is final salary from personnel plan

Bottom line budget for salary

Becky-aye, Ling-aye, Diana-aye, Sachin-aye, Gary-aye

Police 200 other

Gary had asked about \$4000 education and training was put on hold the last few years due to Covid.

Diana moved Police total other \$212,915 by cutting \$2,000 from police training conferences and Sachin seconded, Becky-no, Ling-aye, Diana – yes, Sachin- yes, Gary – yes

Discussed training and memberships was discussed.

Internet services for public relations/media services paid by police budget, but fire/Town uses the services. Handling of sensitive information is managed. Diana does not support,

Discuss the cruiser and why a Tahoe for the lieutenant

Diana then moved \$155,765 Police other and Sachin seconded, not approved 1-4

Becky-no, Sachin-no, Diana -yes, Ling-no, Gary -no

ABRS – 320

No new budget from the school committee

Jennifer has not heard back from Dave Verdolino on her question regarding the school budget

Deferred to March 2

Library – 610 salary and other

Becky moved \$262,505 and ling seconded, approved 5-0

Question on library shutdown and were they paid due to Covid. Might get back some time for the 6PM to 8PM timeframes. Looking to open 2.5 days by appointment only in March

Becky-aye, Ling-aye, Diana-aye, Sachin-aye, Gary-aye

Becky moved \$162,750 library other and Diana seconded, approved 5-0

Using grounds and maintenance for bathroom cleaning on extra day. could be used up to June 30 for Covid funds.

The 1.4% increase in salaries caused \$700 increase

Salary increase for library director was due to salary review and \$10,000 for part time salary in FY2021 (previous year). Following FY2022 guidelines for this year.

Library materials equate to 19% of total budget.

Becky, Ling, Sachin, Diana Gary -aye



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RecCom – 630 salary and other

Becky moved \$35,220 and Diana seconded

Add 10 per kid per week for cleaning due to Covid and \$5,000 to cover unknown issues

Consider separate Covid fee line in budget

\$10 increase could potentially increase fee to \$100 per person per week

Have sufficient funds for big tent for July 1 as typically the Minuteman split the tent for Fifers day.

Defer to March 2 and Becky removed her motion

Veterans – 543 salary and other

No information to date from Acton

Planned 7% escalation

Defer to March 2

COA - 541 salary and other

Becky moved \$37,325 salary and Diana seconded, approved 5-0

Becky-aye, Ling-aye, Diana-aye, Sachin-aye, Gary-aye

Becky moved COA Other \$8,790 and seconded by Diana, approved 5-0

Training was removed last year

COA was split to COA and community services

Becky-aye, Ling-aye, Diana-aye, Sachin-aye, Gary-aye

Community services – 529 salary

Becky moved \$37,325 and Diana seconded, approved 5-0

Becky-aye, Ling-aye, Diana-aye, Sachin-aye, Gary-aye

Becky moved community services other \$7,650 and Diana seconded, approved 5-0

Becky-aye, Ling-aye, Diana-aye, Sachin-aye, Gary-aye

Board of health - 511 salary and other

Becky moved \$600 salary and seconded by Diana, approved 5-0

Becky-aye, Ling-aye, Diana-aye, Sachin-aye, Gary-aye

Becky moved 47255 BoH other and Diana seconded, approved 5-0



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Nursing services are not yet solidified with Nashoba board of health, but Jennifer is comfortable with the number. Nursing is a flat fee to include flu vaccines, blood pressure etc.
No additional board of health Covid shots per Governor order
Becky-aye, Ling-aye, Diana-aye, Sachin-aye, Gary-aye

Hager well - 425

Becky moved \$59,760 and Diana seconded, approved 5-0

The school reimburses a large portion of this budget, usually about 75%, but due to reduced usage, this percentage will go down some for next year.

Regarding the well maintenance svc note about \$8,000, add "in FY23"

The big change is the well monitoring contract for chlorine

The relining of the tank will come out of the maintenance services

Expect to see the well maintenance svc line should drop to less than \$8,000 in FY2023

Also, would expect to see the monitoring contract a year later and remove the chlorine if all goes well

Becky-aye, Ling-aye, Diana-aye, Sachin-aye, Gary-aye

Snow and ice – 423 salary and other

Becky moved \$66,230 and Diana seconded, approved 5-0

Becky-aye, Ling-aye, Diana-aye, Sachin-aye, Gary-aye

Snow and ice other

Becky moved \$139,710 and Diana seconded, approved 5-0

The salt spreader controls for the truck

Becky-aye, Ling-aye, Diana-aye, Sachin-aye, Gary-aye

Transfer station – 433 other

Becky moved \$136,900 and Diana seconded, approved 5-0

Tonnage up and cost for ton is up

Revenue for stickers not yet voted.

Becky-aye, Ling-aye, Diana-aye, Sachin-aye, Gary-aye

Insurance – 912

Becky moved \$211,385 and Diana seconded, approved 5-0



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Jennifer did check on rates and is comfortable with matching the rates
Becky-aye, Ling-aye, Diana-aye, Sachin-aye, Gary-aye

Employee Benefits – 915

Becky moved \$967, 460 and Diana seconded, approved 5-0

Down from original budget which was based on 9% and came in at 5.5% and lower. Change on enrollments

Becky-aye, Ling-aye, Diana-aye, Sachin-aye, Gary-aye

Becky moved to adjourn and Diana seconded, approved 5-0

The FinCom adjourned at 10:17

Becky-aye, Ling-aye, Diana-aye, Sachin-aye, Gary-aye

Next meetings (could be cancelled if not needed):

March 2 – final budgets if required and warrant review

March 9 – recommendations due

March 15 – Joint Select Board/FinCom meeting (funding sources)

March 23 – FinCom report due for warrant

March 30

exhibits to be used:

Budget v4

Previous minutes for January 9, 16 and February 16

Sustainability letter

Warrant (FinCom version)

Presentation from ATM June 2020