



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

BOARD/COMMITTEE: Boxborough Finance Committee

DATE: Tuesday, March 8, 2022

TIME: 6:30PM

PLACE: hybrid (Grange Hall and Zoom)

In attendance: Becky Neville, Maria Neyland, Gary Kushner, Priya Sundaram, Sachin Mathur
(6:37)

Missing: Keshava Srivastava

Other: Kirby (LittletonTV); Rob (Littleton TV);

Meeting called to order by the Chair at 6:31PM

Becky Neville-present , Maria Neyland-present , Gary Kushner-present , Priya Sundaram-aye

Citizen's concerns – none

Minutes for March 1, 2022 were reviewed moved as amended by Maria and Seconded by Priya
Police budget Other was increased at the recommendation of the TA to bring the car back up to
\$55,000

In regards to "natural gas expenses"

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

There will be an RFT at next meeting to cover the library budget for a water pump that failed.

FY22 budget review, will do employee benefits and county retirement at next meeting
Revote some budgets

Fuel budget, Becky met with Ed K. and recommended \$4.50 for unleaded and \$5.00 for diesel
New number is \$160,500 for fuel or total is 168,350

Was \$110,105, but oil prices are increasing and an \$80,000 increase.

FY22 in budget was not correct and should have been \$88,025



Priya moved \$168,350 total other and Gary seconded
Priya-aye, Gary-aye, Maria-aye, Becky-aye Sachin-aye
Approved 5-0

AI> Gary to check with region regarding fuel for buses
Gary indicated that the regional school budget remained as is after the public meeting

Historical commission to include \$1,300 to cover the new dehumidifier
New number is \$7,373
Gary moved total other \$7,373
Priya-aye, Gary-aye, Maria-aye, Becky-aye Sachin-aye
Approved 5-0

March 22nd meeting will include Boxborough trust and Select Board
March 15th will include planning board, but not sure if there will be final language

March 28 final recommendations due, maybe
There will be a warrant article to accept land on Summer road for recreation
There is PFAS in the Town Hall well and potential article for the well, but consider ARPA instead
There is an article for hiring a water resource consultant
Priya submitted recommendations for CPC

Becky walked through the proposed warrant articles. Article 3 summary was modified and recommendation indicates that the budget includes actual votes.

Maria moved to recommend Article 3 and Gary seconded for setting salaries
Priya-aye, Gary-aye, Maria-aye, Becky-aye Sachin-aye
Approved 5-0

Maria moved to recommend article 2 and Gary seconded for receive reports
Priya-aye, Gary-aye, Maria-aye, Becky-aye Sachin-aye
Approved 5-0

Maria moved article 1 choose town officers and Gary seconded
Priya-aye, Gary-aye, Maria-aye, Becky-aye Sachin-aye
Approved 5-0

For Sargent road land the Town does not have a correct letter from the property owner. There could potentially be 2 articles for bonding (land paving and land).
Fire department to include building improvements for



fire alarm system for \$30,000,
Cistern inspections but the Town was awarded a grant- Gary will work with the chief on the language,
SAFER grant or hire one EMT/FF,
AI> Gary to talk with Chief about potentially decreasing per diem
Injury coverage
Gary will write the recommendations.

Chapter 90

Gary Moved chapter 90 and Maria seconded
Priya-aye, Gary-aye, Maria-aye, Becky-aye Sachin-aye
Approved 5-0

Vocational school costs for out of state are not yet set by the State.

FinCom report was reviewed, but need the budget to make a large amount of the report.
Fuel is a budget driver this year
Do not know about vocational schools or benefits to see if a budget driver
Discussion on FY24 capital plan including Steele farm house. Cannot hay during May to July due to birds. No plans to date for the house.
The Fire chief is submitting a grant that would cover a tender and the Town would put in \$20,000 toward the tender.

The FinCom presentation

Gary will send Becky the FinCom presentation from last year. Determine what we want to tell the Town.

Next meeting on March 15

Liaison updates

SB – will come to March 22nd meeting. Do not have finalized warrant. TA recruitment to find a firm and will create a search committee. FinCom, land-use board, Reccomm/library to be included. Simon Corson has a meeting scheduled to talk about MBTA zoning for Monday night.



EDC –

Planning board – discussed sustainability and Solar. Coming to meeting on March 15.

BLF –

BBC – working on the RFQ and below is the timeline

- o March 16 Central register
- o April 13 packaged due from responders
- o April 27 public meeting
- o April 28 notify firms
- o May 4 interviews

Personnel board – weekly meetings and joint meeting with SB to discuss changes in article 4 is March 22nd. Language for sick time, sick bank, working out of class (e.g. LT. O'Brien), automatic steps based on merit (step once review is submitted?), and reclassification of employees. 3 employees went to personnel board to have their positions reclassified and 2 were approved, but how to handle budget. Need to know the cost of each item being discussed including sick time and auto steps. Would like each item to be documented as A, B, C, D. next meeting is March 21.

RecCom –

Library –

Housing –

AB regional building committee – meeting is scheduled for March 9

Regional school meeting – meeting on March 3 to review budget in open meeting and it was approved as is currently in the budget.

CPC – conservation trust asking for funds for Sargent road property for \$400,000. The water resources article was pulled.

CoA –

Water resources –



Sustainability – discussed solar bylaw and the impact to sustainability. Small, medium and large arrays and cannot place on town center and other places in town so it becomes restrictive.

ConsCom – discussion on Sargent road

Board of Health –

Historical commission -

Correspondence – msg from Jennifer Barrett concerning another look at vocation school.

Executive session

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

Adjourned to executive session at 8:48PM

Exhibits used:

Minutes for March 1, 2022

Budget for FY2023

Proposed warrant- DRAFT

FinCom Report for warrant

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

Next meetings:

March 15

March 22

March 29

April 5

April 12

April 19

April 26

May 3

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	
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	\$16,745	5-0	2/8/22 3/1/22
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	\$78,400	5-0	1/11/22 3/1/22
152	Other	Personnel Board	\$345	6-0	12/21/21
156	Salary	Technology	\$7,500	5-0	3/1/22
156	Other	Technology	\$251,775	5-0	3/1/22
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	\$5,913	5-0	3/1/22
175	Other	Planning Board	\$5,425	5-0	3/1/22
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	\$54,240	5-0	2/8/22 3/1/22
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	5-0	1/25/22 2/22/22 3/1/22
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
292	Salary	ACO	\$18,061	6-0	1/25/22
292	Other	ACO	\$5,495	6-0	1/25/22
299	Salary	Field Driver	\$0		
299	Other	Field Driver	\$0		
300	Salary	School committee	\$1600	6-0	2/8/22
310	Other	Minuteman	\$164,230	6-0	2/22/22
311	Other	Assabet	\$71,580	6-0	2/22/22
312	Other	Nashoba	\$112,000	6-0	2/22/22
320	Other	ABRSD	\$13,257,674	5-0	2/22/22
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	\$168,350	6-0	1/11/22 3/8/22
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	\$600	5-0-1	2/22/22
511	Other	Board of Health	\$52,679	5-0-1	2/22/22
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	1/11/22
				6-0	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	\$7,373	6-0	2/15/22 3/8/22
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