



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

BOARD/COMMITTEE: Boxborough Finance Committee

DATE: Tuesday, April 4, 2023

TIME: 7:00PM

PLACE: Town Hall and zoom

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

Via zoom: Priya Sundaram

Missing: Keshava Srivastava

Other: Kirby Littleton TV, Susan Bak

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

Priya –present, Gary-present, Becky-present, Tony-present, Maria-present

Minutes for March 21, 2023

Minutes for budget Saturday on January 7

Minutes for Capital Saturday on February 4

Becky moved to approve the minutes for March 21, 2023 and Tony seconded

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

Approved 5-0

Becky moved the minutes for budget Saturday on January 7 and Tony seconded

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

Approved 4-0-1

Becky moved minutes for Capital Saturday on February 4 and Tony seconded

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

Approved 5-0

Citizen's concerns – none

RFT for legal fees

\$11,094.88 for legal expenses. Becky asked about general labor services for \$8,100 of which \$4,225 was for the private PI.



Tony suggested that any submittal over \$5,000 have back up information. How many cases were worked? Lowered it to \$1,000. \$1,250 was a refund as it was an arbitration fee and paid by K&P and not cashed. \$1,770 attributed to warrant articles and cable funds.

Gary moved \$11,094.88 and Tony seconded  
Priya-aye, Gary-aye, Becky-aye, Tony-aye, Maria-aye  
Approved 5-0

RFT for library heat

\$1,430.00

Becky moved 1430 and Tony seconded

Gary indicated that past precedent was to hold the RFT and only submit if there were not sufficient funds in the Total Other or Total Salary depending on the RFT purpose. Maria was not aware of the precedent. Maria will let the department heads and TA know of the previous process.

Priya-aye, Gary-no, Becky-aye, Tony-aye, Maria-aye  
Approved 4-1

Nashoba tuition – \$18,832

Assabet increasing from \$17,234 to \$18,945 or 9.5% for 1 student

Minuteman applications for 3 students and do not know the status to date

\$19,622 for FY23 and \$20,613 for FY24 or 5.1% increase

The finance report is indicating that the OPEB fund is at \$4,787,288, but this is the liability and not the fund. the fund is at \$977,287.

The FinCom is looking at the current run rate to determine a Return to free cash for FY23 including budget line transfers. Looking at library, planning and legal as potential issues.

Reviewed the article 5 FinCom report and provided comments on the slides

The presentations are due to Kelly by April 29. Maria will present to FinCom at next meeting

Committee updates

BBC received a quote with no documentation from Keith Lyons regarding land on Mass Avenue. The requested amount would be \$2M though the land is worth \$3M. there is not enough space on the land for a public safety building of 2 stories and about 30,000 sq feet.

Personnel by Becky – fire department (chief and captain) for definitions on call fire fighters vs. per diem. Bring is an EMT and sponsor at academy. Currently same salary.

Planning board property behind hotel owned by Gutierrez. Voted down by planning board.



Second project for 1414 for 600,000 sq feet with 35 loading docks in 4 buildings.

New treasurer hired to start on May 1. Currently Assistant treasurer in central MA. On personnel plan and no contract.

Other: hybrid meetings for the summer usually 2 meetings  
Boxborough news rep is Susan Bak and published through action unlimited

OML violations reviewed

1. Amended date on website not updated
2. Late filing
3. Late filing

Becky moved to adjourn and Tony seconded  
Priya-aye, Gary-aye, Becky-aye, Maria-aye, Tony-aye  
Approved 5-0  
Adjourned at 8:18PM

Exhibits used:

FY24 Town budget  
Minutes for March 21  
Minutes for January 7  
Minutes for February 4  
warrant for ATM  
FinCom presentation for article 5

Next meetings:

April 18  
May ATM – each day  
July 11  
August 15



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
Legal	expenses	\$17,589.73	\$79,547.75	Approved February 7
Legal	expenses	\$6,473.70	\$73,074.05	Approved on March 14, 2023
Library	Heating expenses for gas	\$3,454.00	\$69,620.05	Approved on March 14, 2023
Legal	Legal expenses	\$11,094.88	\$58,525.17	Approved on April 4, 2023
Library	Heating bills	\$1,430.00	\$57,095.17	Approved on April 4, 2023