



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

BOARD/COMMITTEE: Boxborough Finance Committee

DATE: Tuesday, April 19, 2022

TIME: 6:30PM

PLACE: hybrid (Grange Hall and Zoom)

In attendance: Becky Neville, Maria Neyland, Keshava Srivastava, Priya Sundaram, Sachin Mathur (6:32)

Missing: none

Other: Rob (Littleton TV); Cindy Markowitz, Susan Bak, John Markiewicz

Meeting called to order by the Chair at 6:30PM

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

Citizen's concerns – Cindy Markowitz asked about the model page which is not posted on the Town website. Cannot confirm the FY22 amounts and we are not going to post the model. Susan Bak asked about the bonding from ATM and if in the FY22 tax rate to date. No, the bonding just occurred 2 weeks ago.

Minutes for April 5, 2022 were reviewed and moved by Maria and seconded by Priya

Fix- Gary will read the recommendation at ATM, not AMT.

Kirby Dolak not Dolan

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

5-0-1

RFT for DPW was reviewed with updated information for Hager well for \$1600

Balance is \$3,737.59 in the Hager well budget

The cost will be \$830 plus \$1,000 to \$1,500 for replacing the meter. Total between \$1,830 and \$2,330. Plan is to approve and sign, but hold the RFT until and if needed.

Gary moved \$1600 and Maria seconded

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

Approved 6-0



Police Department RFT

\$4,084.17 for building and grounds and currently the line item is a negative \$2,010.01 and the Town has not paid for the heater. This is a second RFT as the previous RFT did not cover the full cost.

The chief is checking on insurance reimbursement

This RFT will leave \$2,074.16 in budget line

The RFT is dealing with the heater in the station garage.

Priya asked about the usage of the line item going forward

Maria moved \$4,084.17 and Gary seconded

Need to verify if the work has been completed for issues caused by Hager Well

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

Approved 6-0

Past due bills

- Regional assessment not yet paid by Town Hall and could lead to issues between the school board and the Town.
- A July 21, 2021 bill for Patriot systems not yet paid per the assessor for \$5,100
- Police Lieutenant came in to work sick to deal with no access to the criminal justice system. A special Comcast bill was not paid for 3 months for special server and Comcast shut down the connection.
- Employee benefits – retirement funds pulled from employees check, but not deposited in retirement funds
- Police employee is missing life insurance policy that was cancelled
- Tax bills were sent out late and 983 tax bills with past due amounts and interest charged. Maria checked with her bank and reported the issue. The average amount for the Town is between \$300K and \$500K lower than expected but collected the amount. Recommend that the residents call their bank and let them know it is a Town issue and being worked. The Bank paid the correct amount but reported \$300-\$400 less. The tax bills had to be mailed by a specific date, but there was no indication that there was a Town billing issue.

A DoR review was held week of April 18 and they provided recommendations to the Assessor.

There is an assessment review ongoing in town.

Becky asked department heads if they could take another look at their budget and responses received from all but TH. The FinCom will recommend cuts on Town Meeting floor for the following:



Town hall - \$10,000
Police - \$10,500 for various items
Fire – lowering per diem by \$17,500
DPW - \$10,000
Library - \$5,050

Landscaping – for 2x cleaning per year. To date we have spent \$2,900 out of a \$14,500
FY21 we spent \$5,176
FY20 we spent \$12,212
Will propose a cut to \$6,000 from budget or a total of \$10,000
Becky had sent expenses to date on April 6

Total of cuts is \$63,000 to date
Still need to review the fuel budget

FinCom presentation reviewed
Sachin and Gary will update their slides and send to Becky prior to Tuesday meeting.
The presentation is due to TH by Friday April 29

Currently abatements are at \$51,000 YTD, but missing the hotel request
Abatement for the hotel is not yet known, but hoping to have it by May 1



Liaison updates

SB –

EDC –

Planning board – did meet last week on April 11. Sara's way and granite hill with hearing continued.

BLF –

BBC –

Personnel board – warrant article being presented on steps, but no plans for reviews. Plan is to point to the employee handbook. Exit interview process to be discussed.

RecCom –

Library –

Housing – house with uranium at high levels at Boxboro meadows. Will the affordable housing trust cover the cost of the affordable houses.

AB regional building committee – tour and update on project.

Regional school meeting –

CPC – Dennis will be stepping down as chair

CoA – meeting last week. Luncheons are back underway. Passed out a brochure from ARPA funds for rides to and from doctors offices called "Go Boxborough". \$40 round trip to Boston or Worcester and \$5 to Marlborough. Funded for 2 to 3 years. Currently 2 trips per person per month. Unclear if the COA and community service resource are being kicked out of Town Hall with the hiring of the associate planner.

Water resources – discussion on private wells and PFAs. Article in consumer reports and Keshava will forward the article.

Sustainability –

ConsCom –



Board of Health –

Historical commission –

Well being – community coordinator position discussed, but no one applying. Salary fixed

Nancy Settles Murphy volunteered to run a meeting on how to run/manage a meeting

Correspondence – no correspondence

Maria moved to adjourn and Gary seconded

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

Approved 6-0 at 8:30PM

Exhibits used:

Minutes for April 5, 2022

Budget for FY2023

FinCom presentation

Next meetings:

April 26

May 3

May 9 (ATM) if needed

May 17



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	\$3,743.00	\$38,537	
STM restoration	Feb 28 2022	\$50,000	\$88,573	Need to validate the amount from STM
Library pump for HVAC	Mar 15 2022	\$6,000.00	\$82,537	
Fire station septic repairs	Mar 22, 2022	\$4,758.68	\$77,778.32	
Police dept water pump	April 5, 2022	\$7,914.83	\$69,863.49	Hager well issues led to failure at police
DPW	April 19, 2022	\$1,600.00	\$68,263.49	
Police heater	April 19, 2022	\$4,084.17	\$64,179.32	Garage heater failed

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.	\$3750	6-0	12/21/21
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	\$1,395,537	5-0	1/25/22 3/15/22
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	\$147,720	6-0	1/18/22 3/29/22
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	N/A	N/A
299	Other	Field Driver	\$0	N/A	N/A
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	\$98,000	5-0	2/22/22 3/15/22 3/29/22
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	N/A	N/A
543	Other	Veterans	\$35,999	6-0	2/15/22 3/29/22
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	\$1,065,000	6-0	3/29/22
751	Other	Debt interest	\$229,632	6-0	3/29/22
830	Other	County retirement Assessment	\$1,218,757	6-0	3/29/22
912	Other	Other insurance	\$214,013	6-0	2/15/22
915	Other	Employee benefits	\$1,044,936	6-0	3/29/22
132	Other	Reserve fund	\$150,000	6-0	1/25/22