



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

BOARD/COMMITTEE: Boxborough Finance Committee

DATE: Tuesday, June 6, 2023

TIME: 7:00 PM

PLACE: Town Hall Morse-Hilberg Room

In attendance: Maria Neyland; Tony Newton; Keshava Srivastava; Gary Kushner; Becky Neville

Missing: none

Other: Susan Bak (Boxborough News); Mike Johns (TA); Kelli Pontbriand (Town Accountant)

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

Minutes for May 2 and May 8 were reviewed with no comments

Becky moved to approve and Tony seconded

Approved 5-0

RFT:

Library for heating (gas) \$782.89

Becky moved and Tony seconded

Gary asked about amount left in the budget and the amount was provided by Kelli

Approved 5-0

Legal for \$30,293.62

Previous legal RFT was approved for \$6,473.70

Currently at \$23,819.92

Becky asked about April billing, review Town messages to treasurer. The TA did have 3 calls with the Treasurer and Town counsel. Page 3 for April 12, police with Town consultant and it was the health insurance consultant.

Becky moved and Tony seconded \$23,819.92

Approved 5-0

Mistake on library heating bill in the minutes for \$1,430.00 and should be \$1,430.99

Becky moved and Gary seconded

Approved 5-0



Review of the interdepartmental transfers

Gary asked about the definition of the columns and movement within "Other" is not required.

Gary also asked about the debit/interest.

Large transfers and linked to budgeting process from last year.

The TA will present to the Select Board at their next meeting.

We (FinCom) do want to know the transfers were so we can plan for the following years budget.

Question on mailings (twice a year versus 4 times in previous years.

TA mentioned that there was a lot of movement of people in Town Hall

Maria showed last years analysis where funds came from Minuteman Tuition and moved to various departments.

Legal was \$50K over last year. TA will try to keep a lid on legal

Free cash rollback discussion and do not know yet, but it should be small amount.

Maria asked the TA about the budget cycle/process we had just gone through. Mike (TA) indicated he thought based on just coming into the Town that things went pretty good.

Department heads did a good job.

Would like earlier review by the SB.

Capital budget committee discussion

Gary's membership on FinCom is completed per the FinCom bylaw on June 30, 2024

How to set up committee with possibility of department heads and members designated by SB and 2 designated by FinCom. The TA should be at least in attendance. Would need 5 members.

The chair would potentially be the TA. Would require minutes and agendas (OML). Non voting DPW/designee and Police/designee and Fire/designee and Library/designee.

Joint meeting Monday night June 12 with the SB to discuss the financial policies and the Capital budget committee.

Regional dispatch

Options were reviewed

3 boards town administrators (currently at 5) and sets budget and hires exec director plus financial board (Town account from each town) and operations board (fire and police chief from each district. Potential of \$3.7M over 12 years and probably higher. Would require people in the station to answer calls and walk-ins. There is some cost associated plus paying police/fire overtime. 3 supervisors and dispatchers. The TA will be presenting to the seniors. Fall Town meeting for sense of the meeting. Initially not cost savings, but operational expectations. Recommending that we go with sense of the meeting at next town meeting. Harvard, Lancaster, Devens, x, and y. Townsend joined for a while and then left.



Financial policies

Budget policy previously reviewed/approved

For RFT policy, Added in statement that RFT only to be used after departmental Total Other or Total Salary are completely expended.

Becky moved to approve as written and Tony seconded.

Approved 5-0

Internal transfers (internal department transfers)

The Finance committee will review

The Town Finance team will manage the transfers.

This is allowed by Mass General law to start on May 1 of each fiscal year

Not voted as owned by SB

Stabilization looked good – SB owned

Free cash looked good – SB owned

Overlay reserve – SB owned

Capital plan – SB owned

Debt policy

Special/revolving funds

“evaluated under the direction of the TA and reported to others.

Maria will pass to Mike Johns

Mike Johns Left FinCom meeting

Liaisons

SB – new fire chief approved

Reorg and liaisons after July 1

Tony will be the second appointee to the Boxborough Building committee (BBC)

Becky nominated Tony and Maria seconded

Approved 5-0



Maria moved to reappoint Gary to BBC and Becky seconded
 Approved 5-0

Becky nominated Tony and Gary for capital budget committee
 Approved 5-0

Gary will be FinCom rep in regards to investments with treasurer

Becky moved to adjourn and Tony seconded
 approved 5-0
 8:51PM

Next meetings:
 July 11

- Documents:
 Minutes for May 2, 2023
 Minutes for May 8, 2023
 Interdepartmental transfers from FY22
 Interdepartmental transfers for FY23
 RFT for legal
 RFT for Library
 Regional dispatch financial analysis
 Finance policies

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	\$6,950	\$103,050	Approved December 20 2022



Legal	expenses	\$6,362.52	\$96,687.48	Approved on January 3
Legal	expenses	\$17,589.73	\$79,097.75	Approved February 7
Legal	expenses	\$6,473.70	\$72,624.05	Approved on March 14, 2023
Library	Heating expenses for gas	\$3,454	\$69,170.05	Approved on March 14, 2023
Legal	Legal expenses	\$11,094.88	\$58,075.17	Approved on April 4, 2023
Library	Heating bills	\$1,430.99	\$56,644.18	Approved on April 4, 2023
Library	Heating bills	\$1,149.34	\$55,494.84	Approved on April 18 2023
legal	Legal expenses	\$18,104.41	\$37,390.43	Approved on May 2, 2023
Library	Heating bills	\$6,500.00	\$30,890.43	Approved on May 2, 2023
Library	Heating bills	\$6,473.70	\$24,416.73	Approved on June 6, 2023
legal	Legal expenses	\$23,819.92	\$596.81	Approved on June 6, 2023