



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

BOARD/COMMITTEE: Boxborough Finance Committee

DATE: Tuesday, September 19, 2023

TIME: 7:00 PM

PLACE: Town Hall Morse-Hilberg Room and zoom/hybrid

In attendance:

Maria Neyland; Becky Neville; Gary Kushner; Tony Newton; Bob Stemple; and John Connor

Missing: Keshava Srivastava

Other: Susan Bak, Kirby Dolan, Rob (Littleton TV), Captain Shawn Gray, Alec Wade, Chief John Szewczyk, Alec Wade, TA Michael John, Kelli Pontbriand, Jason Malinowski, John Markiewicz, Priya Sundaram

Meeting called to order by the Chair at 7:05 PM, but audio issues

John Connor-present, Gary Kushner-present, Bob Stemple-present, Becky Neville-present, Tony Newton-present, Maria Neyland-present

Minutes for September 5 were reviewed with no issues. Becky Neville moved to approve and Bob Seconded

John-aye, Gary-aye, Bob-aye, Becky-aye, Tony-aye, Maria-aye

Approved 6-0

Fall Town Meeting presentations/discussions:

Michael John presented on the regional dispatch agenda item.



## If we join a district – What does it cost?

- \$204,000/year total assessment vs. \$473,333/year salary/expenses + benefits additional (approx. \$104,000 - \$124,800)
- State covers \$535,400 in capital upgrades to cameras, radios, servers, software, CS-Pro to replace out of date IMC
- 66% total cost reduction after 5 years
- Greater reduction in costs during years 1 – 5
- Years 1 – 3, State pays 100% of assessment
- Year 4, State pays 50% of assessment
- Year 5, State pays 25% of assessment

The State would cover regional for the capital upgrades, but the State would not cover Boxborough upgrades if we do not regionalize. The Town did receive \$29,000 in grants, but not sufficient to cover. IMC is no longer supported but would not have to go to CS-Pro if there is something cheaper. The State is covering the cost to resolve the issues between alarm boxes to Nashoba. In the first three years there would be zero cost to Boxborough and in 4<sup>th</sup> year we would have an assessment of \$102,000 and 5<sup>th</sup> year it would be \$150,000. The savings over 12 years would be ~\$4M. there were discussions about the police lobby if no onsite dispatch. Option 1 is a dark site and option 3 was fully staffed, but expensive. Option 2 is to staff building during business hours (\$80,000 with benefits). The Town dispatchers will be offered an interview with Nashoba which has some openings. There is an additional \$5000 capital fund per town per year. Bonding must go to the town to approve. Michael talked to Lancaster, Harvard, Bolton, Berlin and they are happy with the service. Townsend is the only town to leave the region. The language will be presented to the SB on Tuesday September 26 and FinCom will also meet. The FinCom is supportive but need to see the language. Will vote on dispatch and not discuss the lobby.

Fire truck tender discussed by Jason and Shawn. Jason in discussion with FEMA and allocation of funds nationwide. It is highly unlikely there will be funds available for the tender for Boxborough. Discussion on funding items in the FTM. Will not be part of the FY24 funding or even FY25. Prediction is about 2 years from order. The price will be frozen if purchased. The engine would be \$532,000 given that we have already obtained \$28,000 from previous 2 ATM's. The Town will turn in the hose wagon which might gain \$10,000 when sold privately or potentially more if traded to the vendor.

Becky moved to recommend the motion and Bob seconded.

John-aye, Gary-aye, Bob-aye, Becky-aye, Tony-aye, Maria-aye

Gary to run analysis for bonding for 10 years

Approved 6-0



K-9 discussion with Chief for \$26,300. There were questions regarding donations. Local towns are running \$7,000 to \$10,000 per year. In a 2-year look back we used a dog 3x per month (missing persons, tracking suspect, etc). there are additional mutual aid potentials. \$6,000 budgeted to upgrade a vehicle to support a K-9. Would the K-9 vehicle go home with the officer. To be supported for schools, seniors, wellness checks, community service including Fifer's Day. Free cash number not yet known.

Funding for the traffic study by Alec and major revisions. The planning board wanted an overall Town wide study (comprehensive) to cover 11 intersections. Visual and traffic recorders and analysis. Provide a 7-year future study. Recommendation section to cover the Town. The new cost is \$80,000 without grants. \$20,000 for data collection in the Spring from FTM and then request \$60,000 from ATM minus any grants if available. The planning board did discuss moving the entire amount to the ATM. By bringing to FTM the data can be gathered. Can also start the grant review with the Town approving the initial amount. The total amount covers collection, analysis, projections, recommendations. Most believe that this should be an ATM item.

Becky moved to not recommend but move to ATM and second by Bob.

The goal is to pay for itself as stated by Alec.

Connor-aye, Kushner-aye, Stemple-aye, Neville-aye, Newton-aye, Neyland-aye

Approved to not recommend 6-0

Bus driver to be funded for \$7,200. There is a second article for the personnel plan to add the bus driver. Fully funded by the MART for benefits and the vehicle including gas and maintenance. The funds pay for the first month for the driver, OPEB, insurance, pay, etc and then reimbursed 30 days. There will be established sites from a person's house and employees. Requires 24-hour notice for point to point delivery. \$5 for 20-mile route. 12 years or younger would require an adult or older child. Will vote on the 26 of September, but strong support.

Free cash discussion with Kelli.



Breakdown of our current Fund Balance		
Fund Balance 6/30/2022		\$ 3,413,573.80
Encumbrance FY 2022	\$ 13,000.00	
Encumbrance FY 2023	\$ 24,174.54	
Encumbrance Surplus to Deduction		\$ (11,174.54)
Continuing Appropriations FY 2022	\$ 576,559.57	
Continuing Appropriations FY 2023	\$ 462,741.55	
Cont Appro Surplus to Deduction		\$ 113,818.02
Expenditures FY 2022	\$ 763,774.00	
Expenditures FY 2023	\$ 1,114,643.00	
Expenditures Surplus to Deduction		\$ (350,853.00)
Current Year Revenue FY 2023	\$ 25,219,414.20	
Current Year Expenses FY 2023	\$ 25,045,068.03	
Rev/Exp Surplus to Deduction		\$ 174,346.17
<b>Fund Balance to the DOR for Certification</b>		<b>\$ 3,339,710.45</b>

The state said we could use \$2.9M even though we show a balance of \$3.413M  
 We believe we have \$3.339M though the State has not yet certified.

\$1.2M after ATM was our calculation.

Below is what was voted at ATM for free cash. The \$5,900 was tax and not free cash.



1	Sargent Road BAN Payment	\$ 225,000.00
2	Water Line Consultant Fee	\$ 50,000.00
3	IT Network Update	\$ 25,000.00
4	Prior Year Bills	\$ 4,981.00
5	Fire Chief Assessment	\$ 6,000.00
6	Fall Town Meeting Cost	\$ 5,900.00
7	Collective Bargaining	\$ 16,818.00
11	OPEB Transfer	\$ 300,000.00
17	Police/Fire 111F Funding	\$ 50,000.00
18	Town Website	\$ 14,000.00
19	Survey Summer Road	\$ 13,727.00
20	Backhoe	\$ 150,000.00
21	Fuel Tank Replacement DPW	\$ 280,000.00
22	Leaf Vacuum	\$ 12,000.00
23	Hager Well Chlorine System	\$ 20,000.00
24	Tree Health Survey	\$ 3,000.00
25	Bulletproof Vests	\$ 25,000.00
28	Fire Command Vehicle	\$ 80,000.00
29	Replacement PPE	\$ 25,000.00
30	Library Audio Update	\$ 9,500.00
31	Library Roof Replacement	\$ 175,000.00
32	Library Alarm System	\$ 17,500.00
33	Steele Farm Uses	\$ 15,000.00
34	Fire Dept Tanker Grant Replacement	\$ 8,000.00
	<b>Balance Remaining</b>	<b>\$ 1,199,953.00</b>

FREE CASH CALCULATION FOR FY 2023	
Year End Fund Balance 6/30/2023	\$ 3,339,710.44
Accounts Receivable - Personal Property	\$ (10,228.77)
Accounts Receivable - Real Estate	\$ (306,971.38)
<b>Accounts in Deficit</b>	
Assistant Firefighters Grant	\$ (9,257.05)
Body Camera Grant	\$ (21,730.00)
Fire Service Grant	\$ (12,303.34)
Deputy Collector	\$ (683.00)
Police Detail	\$ (83,495.86)
Fire Detail	\$ (3,458.50)
Performance Bond - Planning	\$ (53.85)
Planning - 1414 Mass Ave	\$ (470.50)
Withholding	\$ (5,966.59)
Deferred Revenue	\$ 370,292.77
<b>My Best Guess for Free Cash</b>	<b>\$ 3,255,384.37</b>



Dee Bus for vocational schools does not show Minuteman and Kelli will check. Also, question regarding health insurance with funds to come back to free cash.

\$1.856M is our estimate of free cash (\$651,000 is returned)  
Kelli will run the numbers as requested by John Connor and provide back today.

**ARTICLE PAYMENT OF PRIOR FISCAL YEAR(S) BILLS**

\$ Free Cash  
(Nine-tenths vote required)

To see if the Town will vote to appropriate the sum of \_\_\_\_\_ (\$ ) to provide payment of certain late bills from prior fiscal years for the following invoices in the following amounts:

Vendor	Amount
Axon Enterprise Inc.	\$11,520.00
Comprehensive Environmental, Inc	\$2,730.76
Kelley & Ryan Associates, Inc	\$117.94
Amazon Business	\$1,939.53
Guardian	\$1,993.76
L.W. Bills Company	\$638.21
Minuteman Regional High School	\$32,092.27
Assabet Valley Regional Technical High School	\$17,234.00

And to meet said appropriation by a transfer of said sum from free cash, or take any other action relative thereto.

**The Select Board recommends (0-0-0).**

**The Finance Committee recommends (0-0-0).**

Becky moved to approve \$68,267 for unpaid bill and Bob seconded.  
We received the Minuteman bill in April but didn't pay.  
Kelli called Assabet Valley Technical School  
Connor-aye, Kushner-aye, Stemple-aye, Neville-aye, Newton-aye, Neyland-aye  
Approved 6-0

Retired town employee from Blanchard. Missing first 6 months of deductions is missing.  
Employee paid \$6,700 out of pocket of which there is a split between principal and interest (\$3,740). Believe we owe the interest, or the Town could be sued as an alternative.  
The TA is recommending that we pay the interest.

Becky moved to recommend \$3,740 and Bob seconded.  
Connor-aye, Kushner-aye, Stemple-aye, Neville-aye, Newton-aye, Neyland-aye



Approved 6-0

State flag discussion to request the State Legislature to take up the initiative.  
Becky moved to recommend and Bob Seconded  
Connor-aye, Kushner-abstain, Stemple-aye, Neville-aye, Newton-aye, Neyland-aye  
Approved 5-0-1

Police budget to cover \$2,500 for building supplies/consumables.  
The budget was transferred to the facilities budget as there was not a line item in the police budget. Will change to a budget transfer and approved by FTM.  
Kelli will check on DPW budget.

Water resource

The funds have already been appropriated.  
Becky moved to recommended and Bob seconded.  
Connor-aye, Kushner-aye, Stemple-aye, Neville-aye, Newton-aye, Neyland-aye  
Approved 6-0

Full time assistant accountant for 32 hours with benefits  
Maria brought our discussion to the SB of our straw poll. Would prefer a full-time accountant.  
Currently have an admin supporting police (80%) and accountant (20%) but moving to police full time.  
Personnel board did discuss the grade. Started at 10 and ended at 12, but still in discussion.  
The FinCom would support increasing the salary for a full-time accountant to help hire a qualified candidate.

Amend personnel plan for police lieutenant position, asst town accountant and bus driver.  
Gary had an issue with the lieutenant would be covered by Quin and much discussion. The plan is to move the lieutenant from exempt to non-exempt but need validation that they will not be part of the union. Grading will come on Monday at the next personnel plan.

Kelli sent Maria the updated free cash analysis based on john's request  
Believe we have 1.8M, but need to determine the 1.5M additional



\$11,000 for Sargent road

On debt page we had BAN removed. 400,000 for the payment. 2 lines for interest \$975,000 with 300,000 for road, 675,000 for Sargent road. 400,000 from grant. Should have been 275,000 voted at ATM. \$34,000 interest on two lines. Bottom line is that we owe 11,000.

BAN for 300,000 for FY22, BAN was inadvertently removed. Will renew \$975,000 BAN Kelli believes that the way Boxborough did short term borrowing is not correct and she will check with the DOR.

Citizen academy is meeting on September 20

Next meetings  
September 26  
October 3  
October 10

Becky moved to adjourn and Gary seconded  
Connor-aye, Kushner-aye, Stemple-aye, Neville-aye, Newton-aye, Neyland-aye  
Approved 6-0  
Meeting adjourned at 10:56 PM

Documents:  
Minutes for September 19, 2023  
Fall TM Warrant  
Free cash slides from Kelli  
Beaver Brook survey  
Regional Dispatch slides

RFT tracker

Item	description	Amount	Start at \$155,000	comments