



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

BOARD/COMMITTEE: Boxborough Finance Committee

DATE: Tuesday, September 20, 2022

TIME: 7:00PM

PLACE: Town Hall, 29 Middle Road, Boxborough, MA and hybrid

In attendance: Becky Neville, Maria Neyland, Tony Newton

Remote: Keshava Srivastava (7:53), Priya Sundaram, Gary Kushner

Missing: none

Other: Kirby Dolak (Littleton TV); Rob (Littleton TV); Judy Reid (LGTV); Rich Guzzardi; Kelly Szocik (Assessor); Carter Terenzini; Jared Aponte (treasurer); John Markiewicz; Kelli (accountant); Linda Collins, ilphone; Cindy Markowitz; Mark Barbadoro

Meeting called to order by the Chair at 7:02PM

Priya-remote/present; Gary-remote/present, Becky-present, Maria-present, Tony – present

Minutes for August 16 reviewed by the FinCom.

“Minutes for July 19:

STM (special Town meeting)

2nd page

30K for TA from RFT (reserve fund transfer)

Open meeting violations not posted. July 19 to be reviewed this evening and posted on September 21

Prior to adjourn, Maria will send language

Maria stated that

Delete adjourn without names

Adjourn by roll call vote with names added

List of items to be added, potential STM from Carter email, OML, meeting calendar and liaison list

Becky moved as amended and Priya seconded

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

Minutes from August 26



Documents used for OML complaint

Becky moved and Priya seconded

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

No RFTs

Finance team staffing plan and to submit a quarterly finance update and follow up with a report to the FinCom. Jaren presented the finance report at the Select Board meeting and presented similar information to FinCom. Corrected revenue, commitments sent and Online timesheets being worked. Employee accruals worked and vast majority corrected. Past payroll records worked. Year end items completed for department of revenue. Gary asked about OPEB meeting and Jared will set up for the upcoming quarter.

Kelli presented and discussed cleaning up the Town records. Work on withholding accounts with Jared for insurance. Two reports attached including revenue for end of the year and minor changes after presenting to the Select Board. FinCom members were sent the report on September 14, but not shared at meeting. Maria shared with Tony the expenditure vs. budget. Potentially the entire budget might have been spent day 1 (e.g. SW purchase). Maria asked about certified free cash once Kelli returns from vacation and balance for last 3 years. Kelli did the last 5 years and had sent to Carter. Reports will always be received about 1 month after end of quarter.

Kelly presented assessor information and sent info in a packet to Maria. 23 internal adjustments sent. 4th commitment for auto sent to Jared to be sent. New growth approved by State. Contracts for the re-Val was awarded to Patriot. Mayflower awarded contract for cyclical inspections to start in December. Carter will follow up on Gary's question of personal property assessment for commercial property including are we purchasing the SW approved at May 2021 ATM. Quarterly on revenues will work. Becky asked about a revolving account for Flerra Meadows for summer camp and Kelli will review.

Finance team left at 7:36PM

Carter provided via email an Excel sheet "budget vs. actual" and shared by Becky



Year End Transfers	Town Meeting Budget	Additional Budget Vote	Spent	Shortage	Transfer Amount	Overage
Assessor Salary Group	\$ 85,230.00	\$ 3,710.00	\$ (91,231.17)	\$ (2,291.17)	\$ 2,300.00	\$ 8.83
Legal Service	\$ 78,400.00	\$ -	\$ (127,287.96)	\$ (48,887.96)	\$ 50,000.00	\$ 1,112.04
Election Expense Group	\$ 7,495.00	\$ -	\$ (9,925.11)	\$ (2,430.11)	\$ 2,500.00	\$ 69.89
Fuel	\$ 88,025.00	\$ -	\$ (108,005.05)	\$ (19,980.05)	\$ 20,000.00	\$ 19.95
BOH Expense Group	47,255.00	-	(48,505.61)	(1,250.61)	1,500.00	249.39
Interest Short Term	229,495.00	-	(229,532.23)	(37.23)	40.00	2.77

Tony asked about the funding for the above items. Maria explained that we can perform interdepartmental funds. Linda Collins to train new person at Police dept. 19.5 hours on accounting and 19.5 hours on clerk side.

Priya indicated that the tax rate calendar is available to FinCom.

Interim Town Administrator Carter shared the Fall Town (STM) meeting agenda

1. Prior year bill for \$4812.84 for the Flerra Tent - free cash
2. Funding for collective bargaining (A-D) – taxation; FinCom recommendation to be deferred to STM
3. Amend the operating budget (and possibly RFT)
 - a. Town clerk for \$1,500 to cover different interpretation and fixed in personnel plan – free cash
 - b. Assessor for \$4,900 – some of the funds are already in the budget, but different department (accounting). Possibly decrease police budget and increase assessor by \$4,900. Maria to check with Carter to see if there are issues.
 - c. Treasurer/collector for \$6,000 for finance director as a stipend. \$6,000 for full year so will be prorated. Prefer either ATM or interdepartmental transfer
 - d. Legal expenses for July bills were \$15,000, with \$5,000 for public record requests; at ATM was expecting contracts to be settled and land lawsuit is not settled. Becky proposed utilizing \$25,000 from free cash. Free cash was approved at \$2.9M. will support if free cash but not if taxation. FinCom will not be meeting with the SB on funding sources.
 - e. Reserve fund is TBD
 - f. Library expenses for \$5,000 for heating and cooling, but concerned it is early in the year.
 - g. Town insurance for \$7,500 (\$6,800 for 111F (to cover injuries) and \$800 for liability) – free cash and in the budget
 - h. Steele farm roof to clean off roof for \$2,500 and HVAC clean - RFT



- i. Election expenses for \$1,500 for mail in voting; unclear if early voting is required for local election. Unclear if this ongoing expense. For primary had 500 voters in person and 500 mail in ballots. Free cash
4. Assessing services and SW for \$30,000; ATM provided \$120,000 in 2021 ATM and will require \$150,000. Free cash
5. MS-4 permitting for \$57,500 for \$30,000 for permitting, \$15,000 for the ladies locker room and police station and \$12,500 for water resources committee at Harvard sportsman club and requires Town to return property to previous condition including removing the well head. FinCom asked that the appropriations be made easier to read. Discussion on taxation for stormwater permitting. Will be a yearly item and will be added to the operating budget.
6. Liberty fields supplement for \$325,000 and discussed later in the meeting. Maria gave an overview of the process to date. RecCom will attend the meeting on September 27. SB is asking for free cash, but FinCom prefers taxation. Item is already bonded and have 18 months to spend the funds.
7. Recodification of the existing zoning bylaw; public hearing is September 26. The warrant will have a link to the bylaw and will not be in the warrant. Gary asked about the reasoning for STM vs. ATM.
8. Planning board for calculating gross floor area of a building with greater than 12 feet height. Would double the area and would impact the space utilized on the property from 10% to 5%. Only for the areas of the building that have 12 feet or more. 4-1 for the article by the planning board
9. Bylaw to align with the storm water by-law and regulations to strike footnote 1, planning board voted unanimous in favor
10. Maximum lot coverage for impervious surfaces, buildings and “structures and impervious surfaces”.
11. Amending the personnel plan, but personnel committee not yet voted and no public hearing scheduled. Might need to defer to ATM
12. Economic development for \$10,000
13. Planning board consults for \$25,000 for environmental impacts of future developments, water quality, stormwater and traffic. The planning board voted to add to the warrant under planning board and was unanimous, but was originally written by Cindy Markowitz. Tony asked about overall vs. specific projects.

Warrant requirements are September 27 for FinCom recommendations

For October meeting will discussion budget point of view

Gary discussed the Town Administrator screening process and the Select Board choice.

Building committee (BBC) rep along with Gary; meetings are about every 6 weeks



Priya will agree to participate. Maria will pass on Priya's name to Select Board

School board would like to meet with FinCom and Select Board of both Towns. Gary recommended that we make sure the school committee knows that the Boxborough TA should be part of Negotiations.

Gary asked about the FinCom publishing a short article in the Boxboro Bee each quarter. Gary was volunteered to write up an item and provide at a FinCom meeting prior to submittal.

OML complaints

5 complaints including review by legal. Maria acknowledged received 5 OML on August 29, September 6, September 6, September 8, and September 9.

Minutes not posted and answer provided for August 29

Failed in 10 calendar dates to release executive minutes and will be responded by the interim Town Administrator (TA)

Requesting June 8 minutes for executive session, but did enter per legal

August 16 minutes were filed on a draft minutes

Entered into executive session illegally, but did have legal approval to do so

Motion to designate to have interim TA or designate to respond in one response to claimant by Becky and seconded by Priya

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

Our attorney stated that FinCom does have legal right to enter into executive session

Moved by Becky to executive session and seconded by Gary

Vote to reconvene to Executive Session discussion with respect to Strategy with respect to Collective bargaining negotiations (BPPFA, Local 4601; MassCOPS, Local 200 & MassCOPS, Local 200A; and UPSE, Local 424M, Unit MA Div.125), per C30A §21 (a) subsection 3, and to adjourn from executive session Note: The Chair shall note that to discuss in open session may have a detrimental effect on the negotiating position of the Board. The listing of agenda items are those reasonably anticipated by the Chair, which may be discussed at the meeting. Not all items listed may be discussed

Adjourned at 9:57PM to executive session

Exhibits used:

Minutes for August 16

Minutes for August 26

OML violations from town resident

Expenditure vs. budget report for July

budget vs. actual

STM draft warrant articles

Excel sheet "budget vs. actual"



Next meetings:

September 27

October 18

November 1

November 15

December 6

December 20

January through May each week

RFT tracker

Item	description	Amount	Start at \$150,000	comments