



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

BOARD/COMMITTEE: Boxborough Finance Committee

DATE: Tuesday, September 27, 2022

TIME: 7:00PM

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

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

Remote: Keshava Srivastava (7:29PM), Priya Sundaram

Missing: none

Other: Kirby Dolak (Littleton TV); Rob (Littleton TV); Carter Terenzini; Rich Guzzardi; Jennifer Campbell; Wed Fowlks; Hilary Greven; Megan Connor; Dennis Reip; Steve Ballard

Meeting called to order by the Chair at 7:01 PM

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

Minutes for September 20 reviewed by the FinCom and one correction  
change Rich Guzzardi from John Guzzardi

Becky moved as amended and Priya seconded

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

Approved 5-0

No citizen comments

RFT for funds for the new Town Administrator for \$37,500 to cover

\$27,500 for salary

\$1,000 for conf/travel

\$4,500 for mileage

\$500 for office supplies

\$4,000 for benefits

The original budget for \$150,000 was determined to be well below the requirement to obtain good candidates. New amounts will be added to the next budget. Wes Fowlks provided some background on why the amounts are required. Will cover the full year of the contract.

Becky moved \$37,500 to cover the contract and seconded by Gary

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



Approved 6-0

The RFT will be in the Town Hall and will require 4 signatures

Rich Guzzardi talked about the economic development article #8 to see if the Town will vote to appropriate the sum of Ten Thousand Dollars and No Cents (\$10,000.00) for Boxborough's contribution toward the completion of a Technical Assistance Project to be provided by the Urban Land Institute of New England to develop an action plan for Boxborough Town Center (Town Center ULI/TAP).

Bring in team of 6 to 12 professionals together to review Town Center revitalize/redevelop. Applied for a grant for \$47,000 for the zoned area for Town Center. Discussed with consultants on revitalization if receive the grant. If win grant then technical assistance and then consultant. Priya asked if funds are approved then does that help with the grant. ULI/TAP can turn around their work in about a month. Gary asked about the history of the site and it being private property. Rich will add in a Town center map into the warrant. Article 11 was voted by the economic development 0-4 with 2 absences to vote against the article. Rich talked about the reasons for their voting no.

RecCom to discuss article 7 regarding costs for Liberty Fields. Megan provided an overview of the issues to occurred to date. This article does add in the alternates including the basketball court. Gary commented on the baseball field.

<b>Bid Alternate 1:</b>	Soccer Field Drainage	\$96,197			\$ 74,000		
<b>Bid Alternate 2:</b>	BitConc Walkway	\$ (4,000)			\$ (2,500)		
<b>Contingency @ 10%</b>		\$123,565			\$ 125,550		
	<b>Total Expenses</b>	<b>\$1,609,216</b>			<b>\$ 1,631,050</b>		
	<b>Total Shortfall</b>	<b>\$ (54,216)</b>	<b>SAY</b>	<b>\$55,000</b>	<b>\$ (76,050)</b>	<b>SAY</b>	<b>\$76,100</b>
<b>Bid Alternate 3:</b>	Basketball Court	\$108,921			\$ 93,700		
<b>Contingency @ 10%</b>		\$10,892			\$ 9,370		
	<b>Total Expenses</b>						
	<b>Alternate #3</b>	<b>\$119,813</b>	<b>SAY</b>	<b>\$120,000</b>	<b>\$ 103,070</b>	<b>SAY</b>	<b>\$104,000</b>
<b>TOTAL Need- Base Bid and Bid Alternates 1, 2 &amp; 3</b>		<b>\$175,000</b>					<b>\$ 180,100</b>
<b>**NOTE: Pledge of \$50,000 from Steinberg-Lali Charitable Foundation upon completion of pickleball courts by Dec 2023</b>							

STM warrant reviewed and recommendations provided



1. Prior year bill for \$4812.84 for the Flerra Tent - free cash  
Becky moved to approve and Priya seconded  
Priya-aye, Gary-aye, Becky-aye, Tony-aye, Maria-aye, Keshava-aye  
Approved 6-0  
The Finance Committee recommends as written
2. Funding for collective bargaining (A-D) – funded by taxation;  
  
The Finance committee recommendation to be deferred to STM
3. Personnel plan  
Defer to STM  
The Finance committee recommendation to be deferred to STM
4. Amend the operating budget
  - a. Town clerk for \$1,500 to cover different interpretation and fixed in personnel plan – free cash  
Becky moved \$1,500 for town clerk and Priya seconded  
Priya-aye, Gary-aye, Becky-aye, Tony-aye, Maria-aye, Keshava-aye  
Approved 6-0
  - b. Assessor for \$4,900 – Funded by police budget; cannot use RFT as known issue. There is a concern on transparency including full time assistant. The assessor admin asst half time for police and half time for accounting. \$96,000 in Accounting staff. Will try to cover in recommendation, but do not want on consent agenda. Funding would be free cash.  
Becky moved to approved and Gary seconded.  
Priya-aye, Gary-aye, Becky-no, Tony-aye, Maria-aye, Keshava-aye  
Approved 5-1
  - 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. SB has not yet approved the position. Would need prorated number from November (post STM) to June 30 to \$4,500. The personnel plan does have the stipend. Free cash is the recommendation. Will do 2 votes with or without a SB vote and reduce \$4,500.  
Becky moved \$4,500 and Tony seconded  
Priya-aye, Keshava-aye, Gary-aye, Becky-no, Tony-aye, Maria-no  
Approved 4-2



- 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 moved \$50,000  
Priya-aye, Gary-aye, Becky-aye, Tony-aye, Maria-aye, Keshava-aye  
Approved 6-0
- e. Town insurance for \$7,500 (\$6,800 for 111F (to cover injuries) and \$800 for liability) – free cash and in the budget  
Becky moved \$7,500 and Priya second  
Priya-aye, Gary-aye, Becky-aye, Tony-aye, Maria-aye, Keshava-aye  
Approved 6-0

Steele farm RFT will be submitted rather than an article on the STM

~~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~~

The Town must mail ballots unless opt out for \$4500 in FY23 for local elections. Other is to opt in to have early voting for local elections.

5. Assessing services and SW for \$30,000; ATM provided \$120,000 in 2021 ATM and will require \$150,000. Free cash  
Becky moved \$30,000 and Tony seconded  
Priya-aye, Gary-aye, Becky-aye, Tony-aye, Maria-aye, Keshava-aye  
Approved 6-0
6. 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 and ~25,000 for Sargent road.  
DPW to property for Harvard on September 28  
Sargent road land grant approved up to \$400,000, but required signage required by grant, land mgmt. plan and parking lot and trail plan. Committee identified that \$25,000 will not cover expenses. Do a BAN for ~9 months and pay off when grant is received. Not fully known on the expenses.  
Becky moved \$57,500 and Priya seconded (Sargent road will be a separate article)  
Priya-aye, Gary-aye, Becky-aye, Tony-aye, Maria-aye, Keshava-aye  
Approved 6-0  
Gary to write recommendation
7. Sargent road  
Becky moved to defer and Priya seconded



- Priya-aye, Gary-aye, Becky-aye, Tony-aye, Maria-aye, Keshava-aye  
Approved 6-0  
Deferred to STM
8. Liberty fields supplement for \$175,000 and discussed later in the meeting.  
Becky moved \$175,000 and Gary seconded  
Priya-aye, Gary-aye, Becky-aye, Tony-aye, Maria-aye, Keshava-aye  
Approved 6-0  
Gary to write recommendation
  9. Economic development for \$10,000 from free cash  
Becky moved and Priya seconded  
There is concern that we are putting in funds in a situation where the land is owned privately  
Priya-aye, Gary-aye, Becky-aye, Tony-aye, Maria-aye, Keshava-aye  
Approved 6-0  
Becky to write
  10. 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. Traffic studies are covered by projects and water resources should be funded by water resources committee.  
Becky moved \$25,000 and Tony seconded  
Priya-no, Gary-no, Becky-no, Tony-no, Maria-no, Keshava-no  
FinCom does not recommend 0-6  
Becky to write recommendation
  11. 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.  
Becky moved the new bylaw Gary seconded  
Priya-aye, Gary-aye, Becky-aye, Tony-aye, Maria-aye, Keshava-aye  
Approved 6-0
  12. 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.  
Very restrictive and most in the State.  
Becky moved to recommend and Priya seconded  
Priya-no, Gary-no, Becky-no, Tony-no, Maria-no, Keshava-no  
FinCom does not recommend 0-6
  13. Bylaw to align with the storm water by-law and regulations to strike footnote 1, planning board voted unanimous in favor  
Becky moved to recommend, and Tony seconded  
The numbering in the warrant will change if the recodification article passes



Priya-aye, Gary-aye, Becky-aye, Tony-aye, Maria-aye, Keshava-aye  
Approved 6-0

14. Maximum lot coverage for impervious surfaces, buildings and “structures and impervious surfaces”.

Becky moved to r4commend and gary seconded

Priya-abstain, Keshava-no, Gary-yes, Becky-no, tony-no, Maria -no

Does not recommend 1-4-1

Will post a zoom meeting for September 27 for recommendations at 7PM to review recommendations

Town administrator transition still in discussion. Carter has a 2 week notice in his contract

School committee joint meeting is on October 25. 5:30 tour, dinner and then meeting. Acton ATM is the week prior to Boxborough.

OML complaint that we went into executive session on September 20. The FinCom does have a legal opinion that we can go into executive session. Becky moved and Tony seconded that we will ask the interim TA to respond.

Priya-aye,

Moved to executive session for (obtain from agenda)

**Vote to reconvene to Executive Session discussion with respect to Strategy with respect to Collective bargaining negotiations (BPFFA, 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.**

**Executive Session pursuant to G.L. c. 30A, § 21, Purpose 7 (to comply with, or act under the authority of, any general or special law or federal grant-in-aid requirements – the Open Meeting Law, G.L. c. 30A, § 22) – review and approve executive session meeting minutes from meeting 8/26/22 and 9/20/22 and vote to determine whether continued non-disclosure is warranted or if they may be released to requestor.**

Priya-aye, Gary-aye, Becky-aye, Tony-aye, Maria-aye, Keshava-aye  
Approved to move to executive session

Exhibits used:

Minutes for September 20

OML violation from town resident

STM draft warrant articles



RecCom slides on Liberty Fields  
RFT for Town Administrator

Next meetings:

October 3

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
Town administrator	Updates to contract	\$37,500	\$112,500	Approved