



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

BOARD/COMMITTEE: Boxborough Finance Committee

DATE: Tuesday, October 17, 2023

TIME: 7:00 PM

PLACE: Town Hall Grange Room and zoom/hybrid

In attendance:

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

Missing: Keshava Srivastava; Bob Stemple

Other: Rob and Kirby from Littleton TV, George Elenbaas (potential member); Cassie Larussa (Boxborough News), Michael Johns (TA)

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

The Minutes for September 26, 2023, moved by Becky and seconded by Tony Newton
Approved 5-0

Audio issues to make sure that Cassie could hear us.

Fall Town Meeting (FTM):

The SB added an article (#13) regarding a full time onsite financial acct director and a part time onsite asst town accountant. Budgeted a full time and a part time in FY24 budget. The article voted by FinCom was to use for a full-time acct. the part time position is at the same as admin assistant. Article 14 is for \$55,000 for only a full time vs. \$75,000 for full time plus part time.

Becky moved to approve, and Tony seconded.

If article 13 passes, then article 14 will be passed over.

Maria will write the recommendation for article 13.

5-0, approved/unanimous

The article on the tender recommendation is missing the bonding rate. This will be added during the FTM recommendation.

Maria will reach out to Kelly regarding the seating of the FinCom at the FTM at Blanchard gym.



ARPA update: currently spent 32% of \$1.7M and plans to commit the bulk of the funds by December 2024 and spent by December 2025. SB changed some of the priorities for the ARPA funds. The school district, the food pantry and updates to Grange and purchase of the Owls did receive the funds. MS4 funds are planned. Mike will present to the SB in an upcoming meeting.

Becky asked about Steele farmhouse which received 2 bids. Questioning office space with moving museum to Steele farm and creating offices in old library. Will not be hiring the candidate for associate planner as the person took a full-time position.

Dashboards:

Financial Dashboards – FY23 Commentary

Dashboard 1 – Spending

- Below budget \$651,399
- Underspend in Vocational Schools and Employee Benefits

Dashboard 2 – Income

- Above budget \$452,677
- Local Receipts significantly above budget

Dashboard 3 – Reserves

- Free Cash shows below target for Q4 due to ATM articles
- Free Cash will increase to meet target based on end of year budget impacts
- Free Cash will 'reset' based on State Guidelines for Q1 FY24
- OPEB fund was increased by \$300,000 at ATM

Gary asked that we publish the actual Free cash as approved by the State. Tony noted that these slides are a recap, but would like to have updated info at the same time.



Reserves	Q1 Actual (9/30/2022)	Q2 Actual (12/31/2022)	Q3 Actual (3/31/2023)	Q4 Actual (6/30/2023)
Reserve Fund	\$112,500	\$103,050	\$58,075	\$6,243
Stabilization Fund	\$1,518,826	\$1,526,286	\$1,526,286	\$1,545,666
Free Cash	\$2,983,617	\$2,731,385	\$2,731,385	\$1,205,859
Overlay Reserve Fund*	\$268,336	\$869,089	\$867,820	\$866,802
OPEB Fund	\$1,077,320	\$1,075,810	\$1,075,810	\$1,405,490

* note may be in progress

Policy		Target (if applicable)
Reserve Fund	0.6% x Operating Budget (reducing during year)	
Stabilization Fund	>5% x Operating Budget	\$ 1,233,721.05
Free Cash	>5% x Operating Budget	\$ 1,233,721.05
Overlay Reserve Fund	Determined by Town Assessor	
OPEB Fund	Add \$300,000 per year	
OPEB Liability	At 6/30/2022 : \$4,787,288	

Free Cash Calculation DOR vs Dashboard

Source : Final DOR	9/26/2023
Fund Balance	\$3,345,610
Receivables Personal Property Tax	\$10,229
Receivables RE Tax	\$348,939
Other Receivables	\$229,678
Deferred Revenue Credit Balance + Debit Balance -	\$529,149
9/26/23 Certification	\$2,227,615

Source: Dashboard (Pontbriand)	Pontbriand
Dashboard 7/1/22	\$2,983,617
Free Cash FTM	\$252,232
Free Cash ATM	\$1,525,526
Dashboard 7/1/23	\$1,205,859
Revenues FY 23	\$25,485,981
Expenditures FY23	\$24,023,022
Calculation from Dashboard	\$2,668,818



Financial Dashboard 1 – Spending FY24

Operating Budget	FY24 Budget	Q1 Actual Expenses	Q2 Actual Expenses	Q3 Actual Expenses	Q4 Actual Expenses	YTD Total Expenses	%	Remaining Budget
Town Government	1,948,504					0		
Protection	3,505,716					0		
Public Works	1,358,951					0		
Health Services	257,060					0		
Culture & Recreation	469,465					0		
Subtotal - Town Government	7,539,696	0	0	0	0	0	0%	\$-
School Committee						0		
A/B Regional School	304,641					0		
Vocational/Technical Schools	13,944,299					0		
Subtotal - Education	14,248,940	0	0	0	0	0	0%	\$-
Debt Service	1,334,132					0		
Admin (Retirement, Emp. Benefits, Insurance)	2,659,070					0		
Reserve Fund	155,000					0		
Subtotal - Other	4,148,202	0	0	0	0	0	0%	\$-
Total Operating Budget (R&A)*	25,936,838	0	0	0	0	0	0%	\$-
Other Warrant Articles R&A	210,841							
Total R&A (Operating Budget)	26,147,679							
New Warrant Articles (Free Cash)	1,108,727							
Continued Articles	27,256,406							
Cherry Sheet Charges	462,742							
Cherry Sheet Charges	81,441							
Encumbrance	24,175							
Total	27,824,763							

- Articles 7 and 8 only included in Operating Budget
- Some ATM23 Free Cash Articles included in Continued Articles

Discussion on the closing of warrant articles. The Boxborough policy has been to close out articles by ATM/STM/FTM if ready to be closed as spent or no longer needed.



Staffing - Heads	Plan Heads	Actual Q1 (7/1/23) Heads	Actual Q2 (10/1/23) Heads	Actual Q3 (1/1/24) Heads	Actual Q4 (4/1/24) Heads
Town Government		21	19	19	
Protection		32	29	27	
Public Works		10	9	10	
Health Services					
Culture & Recreation		9	9	9	
Total		72	66	65	
			92%	90%	
Staffing - FTE	Plan FTE	Actual Q1 (7/1/23) FTE	Actual Q2 (10/1/23) FTE	Actual Q3 (1/1/24) FTE	Actual Q4 (4/1/24) FTE
Town Government		16	14	14	
Protection		32	28	27	
Public Works		10	9	10	
Health Services					
Culture & Recreation		4	4	4	
Total		62	55	55	
			89%	89%	

Slides will be updated and then posted to the Town website.

Budget point of view:

The TA discussed the memo being proposed for the department heads. Budgets due back by November 15. Proposed level service. Prefer zero-based budgeting where each department starts from scratch. Will certainly pay attention to those departments that were underspent. Why was health insurance down so much (TA will check). Mike will visit the COLA. Vocational school numbers come in February. Bringing in employee groups to discuss benefits including union and non-union. Maria will communicate with Adam on school budget recommendation of between 5% from Becky and 5.5% from Gary. Mike will reserve the library for budget Saturday and capital Saturday. Real Estate delinquent taxes discussed with ~\$300,000 owed? Reminders were sent. The Town has not done foreclosures but was being discussed. Need to determine the scope of the problem. Work out a payment plan if possible.

BBC building committee:

Tony resigned from the BBC. Maria reached out Bob Stemple. Becky moved and John seconded for Bob Stemple.
5-0 approved



Committee reports:

BBC

School building bonding of the recent \$5M was discussed at a recent meeting. The MSBA will hold 5% until the final review is performed. We just found out that the final review could take from 1 year to 2 years. The BAN on the \$5M is up in July 2024. The school committee will need to long term borrow any where from \$1M to \$3M, but no more than 10 years.

Capital letter was sent by the TA to all departments and committees.

School building softball field is in final process, but an abutter has requested a fence. There was originally a fence in the plan but removed due to budget constraints. It is not clear that a high schooler can hit the ball over 200 feet on the fly. A fence is being priced.

Liberty fields for the pickle ball courts, tennis court, basketball court and playground opened with a bang. The soccer and baseball field will not open until next fall. There are issues with scheduling the pickleball courts between an outside group and the RecCom.

Personnel: employee engagement survey; recruiting, office space, policies

EDC: business breakfast for small business owners in December; grant from ARPA to chocolate folks.

CPC: 6 to 7 potential projects, but uncomfortable with available dollars. \$444,000 in requests.

Negative balance in one account of ~1,000.

COA: good programs, Zumba class, bylaw change, 26% is over 60

Becky moved to adjourn, and Tony seconded.

Adjourned at 8:59PM

Next meetings

November 6 at 6PM prior to FTM

November 6 FTM

Documents:

Minutes for September 26, 2023

Fall TM Warrant

Financial dashboard

RFT tracker

Item	description	Amount	Start at \$155,000	comments