

**Town of West Boylston
Finance and CIB Committee
Meeting of November 5, 2018**

A meeting of Fincom and CIB was convened at 7:00 pm in the Selectmen's meeting room at town hall. Attending were Chris Berglund, Paul Bohnson, Ray Bricault, Pavel Loven, and Pete Murphy. Jaime Desanti, Bill Fay, and James Marinelli were absent.

The minutes of meeting for October 10 and 15 were not reviewed by all members and approval will be voted at the next meeting.

The Town Administrator was at the meeting and introduced two Assumption undergraduates, Jill Belanger and Matt O'Connor. They will prepare, as part of a cost accounting class, a Capital Expense spreadsheet model for the town and the committee to use in managing capital expense planning and forecasting. They will be working with two other students as two teams, each looking at the capital needs of the departments; team 1 with the DPW, Fire, Police, and Senior Center; and team 2 with the Library, IT, Town Hall, and the Cemetery. The schools will not be included in this capital plan at this time, but they will be added at a later date.

The teams have already have asset lists from the town departments and are in the process of meeting with the departments.

- Capital requests and justifications for the next five years will be loaded into the new Capital Expense model.
- A list of anticipated 20-year capital needs, beyond current requests, will also be loaded into the model.
- Building asset replacement cycle will be used in determining likely capital expense over the 20-year period.
- A request was made to include likely funding sources for capital items, including free cash, Capital Investment Fund, and loans, both excluded and non-excluded.
- The model will include data for referencing both requests and actual approved capital spending.

The model spreadsheet mechanics were discussed. The model should be based on current cost accounting practices and typical for municipal budgeting.

The students will be working over the next month with completion in early December.

The draft Financial Conditions and Strategies chapter for the Comprehensive Plan was discussed by the Town Administrator. Comments included:

- A discussion of cost control needs to be included.

- The school demographics were discussed as they relate to financial planning. How will the declining school age population affect school finances? The Town Administrator said these questions are being included in the Plan as challenges to be addressed.
- ALS Services are being considered for regionalization.
- OPEB – There is currently no pressure from State Government to increase contributions beyond current funding.
- Free Cash – The objective of reducing the use of free cash was discussed. Comments were made that this is a difficult challenge given the annual use of free cash to supplement our minimal snow and ice budget. This will not change, although the budget for snow and ice will be raised as the 5-year actual minimum expense increases.
- Total Budget – There is still no accounting for the many expenses and revenues that are outside the budget process, a total number. A report needs to be created to give a total town number.

A public meeting is scheduled for December 4 to discuss the 2nd set of chapters for the town wide plan.

The Town Administrator presented the COLA proposal. 2% will be given to town non-union employees. This is well within COLAs being given in other towns and by private employers. The committee expressed concurrence and the Town Administrator will seek approval from the Board of Selectmen.

Ray Bricault reported that nothing has been received from the schools concerning year end capital spending for FY2018. The Town Administrator will provide a report.

A new combined Building Inspector/Facilities Manager position has been created and should be filled soon.

The Town Administrator announced she will retire January 1. A new search is beginning.

Fincom needs to appoint a member to the Town Wide Planning Committee.

The next meeting will be scheduled in December to review the work of the students on the Capital Plan.

The meeting was adjourned at 8:20 pm.

Pete Murphy
Secretary
Fincom & CIB