

**Town of West Boylston**  
**Finance/CIB Committee**  
**Meeting of March 23, 2020**

An online meeting of Fincom and CIB was convened at 7 pm using GotoMeeting software, as permitted by the State under the Emergency Waiver of the public meeting rules. Attending were Chris Berglund, Ray Bricault, Paul Bohson, Jim Marinelli, and Pete Murphy. Jaime Desanti, Bill Fay, and Mary Foley were absent. Mary Foley did attempt to join the meeting but was unable to complete the online connection.

The minutes for the meeting on March 9 were not yet completed.

Joining the online meeting were representatives of Guardian Energy; Brad Airey, Municipal Sales Manager, and Barbara Ayotte, VP of Sales; and representatives of New England Mechanical; Keith Fredetty, Project Management, and John Garrow, Control Sales.

The Green Communities grant application for an upgrade to the Library HVAC systems controls was discussed. The project involves adding smart controls and variable frequency motor drives to fans and pumps in the Library HVAC systems to optimize heating and cooling and reduce cost. The Green Communities program requires an acceptable ROI and an expense under \$100,000 to be approved and to be “fast tracked”. Projects without an ROI are not candidates for the program. In the case of the Library, an acceptable ROI can be obtained from a controls upgrade with a cost of approximately \$70,000. The ROI is based on gas and electricity savings. Guardian used National grid electricity rates in the initial ROI calculation, which was favorable, but they will have to redo the ROI using the lower municipal electricity rates.

Other Library capital needs were discussed, including boiler replacement, air conditioning options, and air ventilation upgrades. All of these needs are too expensive to qualify under the Green Communities program. Also, they do not include any operating cost reductions through efficiency improvements and therefore have no ROI.

Guardian was asked to go back and review expanding the project to get closer to the \$100,000 limit and redo the ROI based on local gas and electricity rates.

Guardian and NE Mechanical left the meeting and the Library needs were further discussed.

This project will not address the Library capital needs for heating and ventilation. The question discussed then was should this project proceed given that it will be built on an HVAC system that could be significantly changed. An engineering study is most likely required to review the basic HVAC and ventilation system and develop options for upgrade and replacement, including using new technologies to improve system efficiencies. These questions will be referred to the Facilities Manager and the Town Administrator.

The Fire Department building needs were discussed. Both the large \$2.9 million building upgrade and the smaller \$450,000, 3 phase renovation have been rejected. The large project is too expensive and the smaller project is still too large to avoid triggering a required code upgrade for the building.

- A new Fire building compressor will be provided under a grant. The estimated cost is \$53,000.
- A Fire building emergency generator is still required and is in the capital plan for FY22 at \$35,000.
- Fire Turnout Gear is in the capital plan in FY22 for 10 sets for \$25,000. NFPA regulation limits the life to 10 years. There are currently 32 sets of turnout gear, meaning a replacement schedule of 10 sets every 3 years. More information is needed from the Chief on the expected life. Also, questions were raised about this expense as a capital versus operating expense. This will be reviewed with the Town Administrator.
- The Fire capital plan has an ambulance in FY23 for \$325,000, a significant increase in expected cost. Will ambulance receipts support this plan? This also needs to be reviewed with the Chief and the Town Administrator.

DPW - So far the only FY21 capital item that appears to be a need is the Backhoe replacement. Other items, including the Brush Mower are not being considered by the Town Administrator. The CIB visiting team noted that the DPW building is in need of renovation.

Acquisition of new cemetery land on Tivnan Drive is being pursued by the Town Administrator.

The preliminary budget was received. No major problems exist at the moment. No revenue forecast calculation was provided. The Snow and Ice overrun stands at \$61,000, the lowest in a very long time.

The Fincom/CIB Department review meetings are to be online. Departments will be asked to join the meetings at specific times. The May town meeting is very uncertain and may have to be postponed. This could mean the use of emergency declarations to continue town operations.

The meeting was adjourned at 8:50pm. The next meeting is April 6.

Pete Murphy  
Secretary Fincom and CIB