

**Town of West Boylston
Finance/CIB Committee
Meeting of May 19, 2020**

An online meeting of Fincom and CIB was convened at 6:35 pm using Zoom software, as permitted by the State under the Emergency Waiver of the public meeting rules. A statement regarding the Emergency Waiver and public access to the meeting was read at the opening by Chair Ray Bricault. Attending Fincom and CIB members were Chris Berglund, Ray Bricault, Paul Bohannon, Mary Foley, Jim Marinelli, and Pete Murphy. Jaime Desanti and Bill Fay were absent. Select Board member Chris Rucho also participated.

The minutes for the meeting on May 14 were approved 6-0, as moved by Chris Berglund and seconded by Paul Bohannon.

Jim Pedone of the School Board and Roger Pontbriand of the School Business Office participated in the meeting to discuss the proposed school FY 21 operating and capital budgets:

- School salaries increased 3.02%, 2% by contract and the balance from step and lane advancement.
- The operating budget is \$12,613,000, an increase of 0.71%, which includes an additional \$30,000 for health insurance.
- The Leominster Voc program is in the 4th year and this is the last year of cost reductions due to the move away from Assabet. The number of students in the Voc program is fewer than historically at Assabet.
- Transport costs to the Voc are expected to decline, but total transportation costs will rise 10%.
- 80 Chrome books were distributed so all students could work online. Costs may be reimbursed under the CARES act.
- The Covid shutdown has shifted expense but there is little savings. The transportation and special education savings are being used to cover other increased expense for online instruction.
- The School study commissioned by the School Board has recommended a new school for 7 to 12 grades. There is no cost estimate and the timeline is expected to be 5 to 10 years. The town population and the school age population are both forecasted to be stable.
- The School current capital plan is unchanged. The first priority is to repave the drive into the High School. \$32,000 for a top coat or \$60,000 to replace the asphalt. There are also proposed energy reduction projects outstanding.

The School representatives left the meeting.

The DPW capital requests were reviewed:

- The backhoe request has already been endorsed by CIB.
- The \$80,000 large truck request was voted “no action” 6-0 by CIB on a motion by Ray Bricault, second by Chris Berglund.

- The Trackless replacement for \$140,000 was tabled on a vote of 6-0 by CIB as moved by Chris Berglund and seconded by Jim Marinelli.
- The tractor mower was removed from the capital list because it duplicates the CAT attachment mower request, which is the preferred device. Chris Berglund moved to remove it, second by Mary Foley and the motion was approved by CIB 6-0.
- The CAT mower attachment was tabled on a vote of 6-0 by CIB as moved by Chris Berglund and seconded by Paul Bohnson.

The town capital asset list was discussed. The plan is to maintain the list through department requests and updates. The town administrator and accountant will be able to use the list to anticipate replacements and capital needs. Therefore, Fincom department committees were requested to review the plan with each department and update the capital asset list.

Fincom and CIB will make a presentation in the reports article at town meeting. The CIF has a balance of \$750,000. Any major capital expenses will have to be subject to the debt exclusion process. Fincom will continue to urge investigation of regional arrangements to share costs among several towns.

The future meeting schedule was discussed:

- Wednesday, May 20 at 6 pm, a joint meeting with the Select Board to review the town meeting warrant articles.
 - Tuesday, May 26 at 6:30 pm, a meeting to review any remaining items for town meeting.
- The town meeting is planned for June 8 at 7 pm at the high school. A pre-meeting is planned for the cafeteria at 6:30 pm.

The meeting adjourned at 8:16pm

Pete Murphy
Secretary, Fincom and CIB