

**Town of West Boylston
Finance/CIB Committee
Meeting of June 16, 2020**

An online meeting of Fincom and CIB was convened at 6:40 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 26 were amended to change the CIB vote totals because Mary Foley is only a member of Fincom. The vote to endorse the Sewer article 8 was discussed and agreed that the vote was to endorse as shown in the minutes. The amended minutes were approved 6-0, as moved by Chris Berglund and seconded by Paul Bohannon.

FY20 budget transfer requests from the Town Administrator were reviewed:

- Town Clerk - Transfer from Facilities Management Purchased Services to Town Clerk Salaries \$500 to pay an unbudgeted step increase. Chris Berglund moved to approve this transfer, seconded by Paul Bohannon, the motion was approved by Fincom 6-0.
- Assessors - Transfer from Assessor Salaries to Assessor Purchased Services \$15,000 to pay for administrative services due to the unexpected resignation of the Administrative Assistant. Chris Berglund moved to approve this transfer, seconded by Paul Bohannon, the motion was approved by Fincom 6-0.
- Building Inspector - Transfer from Building Purchased Services \$1,500 and Facilities Management Purchase Services \$2,100 and to Building Salaries to pay for inspection and administrative services due to the unexpected demand for inspection services for new homes. Chris Berglund moved to approve this transfer, seconded by Mary Foley, the motion was approved by Fincom 6-0.
- Police - Transfer from Police Salaries to Police Supplies \$7,000 to pay for equipment needed for two unexpected new hires. Paul Bohannon moved to approve this transfer, seconded by Mary Foley, the motion was approved by Fincom 6-0.
- Snow and Ice (S&I) - Transfer from S&I Salaries \$18,277 and Group Health Premiums \$88,810 to pay for the annual overrun in the S&I budget. State allows this budget to be in deficit. This year's deficit is unusually low due to few winter storms. Chris Berglund moved to approve this transfer, seconded by Mary Foley, the motion was approved by Fincom 6-0.

Town meeting outstanding warrant article were reviewed:

Article 6: Authorization to transfer unexpended funds - Information for this article is still being assembled. Fincom continued the pass over of the article.

Article 8: Sewer Appropriation - Additional financial information from the Sewer Enterprise was reviewed and no significant issues were found. The enterprise generated a surplus this fiscal year. This article was already endorsed.

Article 10: Capital Expense - This endorsed article was reviewed again, but there are no new items to consider.

Article 14: Land transfer to Cemetery Tivnan Drive - There is no development cost information for this property, and none will be available until the property transfer is made and the property is available to the Cemetery Board. Fincom discussed the benefit to the town to use this existing town property versus the expense of purchasing new land. Pete Murphy moved to endorse this article with the understanding that development costs are unknown and will need to be estimated and reviewed before proceeding with cemetery development. Paul Johnson seconded the motion, and Fincom voted to approve 6-0.

Article 16: Land Transfer Survey funding - Chris Berglund moved to endorse this article and survey expense of \$11,460, seconded by Paul Bohannon, the motion was approved by Fincom 6-0.

Article 17: Wage and classification update - No wage survey has been accepted and implemented for 20 years. Two previous surveys were not adopted by the Select Board. An acceptable survey is overdue for adoption. The Town Administrator will be asked to include Fincom in the review and approval of this survey. Ray Bricault moved to endorse this article, seconded by Mary Foley, the motion was approved by Fincom 6-0.

The Capital Asset list was reviewed:

- Fire Department information was updated and is now complete.
- DPW assets are still not complete and the request is outstanding.
- No new information has been received from the Schools.

A town capital building projects list was reviewed:

- Fire Station Renovation - \$3.5 million in 2024.
- Cemetery Expansion - No cost estimate is available for this 2022 project.
- Road Paving - More funds are needed beyond the annual Chapter 90 funds from the state by 2024. There is no estimated amount and the current DPW Director is not requesting this funding.
- DPW Building Renovation - \$1.5 million in 2028.
- DPW Truck Repair Building - \$750,000 in 2026.
- Library Renovations - \$500,000 in 2023.

After discussion CIB decided that both timing and cost of these projects are highly uncertain and should be removed from the list at this time. More work is needed to develop this list.

Town Meeting presentation by Fincom and CIB is to be developed by a committee of two, Ray Bricault and Chris Berglund.

The Fincom Town Meeting attendance count is 5 at this time. Bill Fay, Jaime Desanti, and Jim Marinelli are uncertain.

Chris Berglund moved to adjourn at 7:36 pm. The next meeting will be before Town Meeting on June 29.

Pete Murphy
Secretary, Fincom and CIB