

**Town of West Boylston
Finance and CIB Committee
Meeting of February 5, 2019**

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, Jaime Desanti, Bill Fay, and James Marinelli and Pete Murphy. Nancy Lucier joined the meeting.

The minutes of the meetings for October 10 and 15 and November 5, 2018 were moved by Bill Fay and seconded by Chris Berglund and approved unanimously.

Nancy Lucier presented a request to transfer \$6950 Town Clerk Elections Salary to Other Elections for the replacement of 10 Voting Booths. The existing units were old and unsteady.

Motion: Bill Fay, second: Paul Bohnson and approved unanimously by FinCom.

March 20 was presented as the meeting to discuss OPEB with other Boards.

Nancy Lucier updated on the Building Inspector/Facilities Manager position. Ms. Lucier updated the committee that she will be re-posting the position and having further discussions with the BOS. Ray Bricault mentioned that certain interests in Town could benefit from the expertise of a Facilities manager that can add value to the building maintenance process. Pete Murphy agreed that the Library has expressed frustration with the inability to grasp expertise for assessing building conditions at their building. Ms. Lucier shared that her attendance at an MMA meeting that other communities struggle with this issue as well. Discussion surrounding the community needs for this competency is necessary in Town for all buildings especially since new buildings are being added to the town's inventory. Mr. Bricault suggested that FinCom take up this matter as a Board to assure this concern is addressed.

Ms. Lucier updated the FinCom on the Town Administrator search. A Search Committee has been seated. 14 applications submitted, 2 backed out and 2 interviews. One has since passed away. Recommendation is to reopen the search. Ms. Lucier will serve as interim Town Administrator. Timing for replacement is uncertain.

Ms. Lucier reported that Financial Policies were approved. One required that a complete inventory of assets for the Town be prepared. Mr. Bricault inquired about the status of that inventory of assets. Ms. Lucier reported that little progress has been completed on the project. Some work has been done by the Veteran's Agent

and interns from Assumption College. Ms. Lucier will follow-up with Leslie Guertin to see if she is working on completing this project.

Mr. Bricault inquired about the Library's request for computers and whether there was an ongoing line item in the Library budget. Nothing has been budgeted in the past. Ms. Lucier didn't believe that the Library had a Technology obsolescence plan for ongoing replacement. Further investigation is needed.

Ms. Lucier agreed to advance the FinCom's request for a meeting with the Sewer Commissioners and/or Weston Sampson to discuss Budget ongoing capacity. She was not sure of availability but would get back.

Upcoming Budget meetings were discussed. 2/19, 3/12, 3/20 (OPEB), 4/2, 4/24, 4/30, 5/7, 5/20 Town Meeting.

Liaisons: Fire Police: J Marinelli, Ray Bricault
Town Hall / Library : C Berglund P Bohanson
DPW Pete Murphy, Bill Fay
Schools: Pavel Loven, Jaime Desanti.

Jim Marinelli discussed the \$150K State grant secured by Rep O'Day to fund / partially fund the Public Safety building (Fire) Feasibility Study. Also discussed the \$30K Archetectural Study of the same building should renovations be identified. Not aware if the FISP had reviewed. Ray Bricault believed that scope is limited to Archetctural review of the building only (\$150K) with a 5 month window to complete. Jim will circulate information he has to clarify.

Capital Requests to date:

Library:

\$38K for HVAC; 1) Why (failing)? Is warrantee included? Ongoing Maintenance/service contract included/additional? Is there a bid?

\$16K Chimney doesn't qualify for Capital Investment Fund...less than \$20K. CPA funds for repair? Is there a bid?

\$20K Computers 30 units Is there a bid? Hardware/Software? Warrantee? Ongoing software updates...

\$105K Roof or \$129K with snow rails and soldering...is it leaking... Questions will be forwarded to Anna Shaw and Chris B. and Paul B. will follow.

Fire Department:

\$83K for Rescue Equipment

Public Works:

\$130K Parking Lot pending new building assessment for Fire Department.

Police Cruiser:

\$48,850 which will be allocated to the Operating Budget.

Ray Bricault will continue as Liaison to Municipal Building Committee.

Pete Murphy will become Liaison to Town Wide Planning Committee is

Ray provided FISP update on town Building projects: Police Station is done...Sr. Center is under budget and ahead of schedule; should be done by end of February 2019.

Chris Berglund will distribute old templates of Capital Planning spreadsheets to Ray and Paul B.

The next meeting will be scheduled for February 19.

The meeting was adjourned at 8:55 pm.

C. Berglund
Secretary of this meeting
Fincom & CIB