

**Town of West Boylston  
Finance and CIB Committee  
Meeting of April 25, 2018**

A meeting of Fincom and CIB was convened at 7:00 pm in meeting room 1<sup>st</sup> floor at town hall. Attending were Chris Berglund, Paul Bohannon, Ray Bricault, Bill Fay, and Pete Murphy. Absent were Jaime Desanti, Pavel Loven, and James Marinelli,.

The minutes of meeting for April 11, 2018 were approved 4-0.

The Town Administrator Anita Scheipers attended the meeting.

The DPW Director Butch Jackson presented the DPW and Sewer budgets for FY2019. Salaries were increased 3.6% in accordance with contract and step agreements. The rest of the budget line items were level funded. There was a discussion about the capital plan. A pickup truck with plow was a planned purchase but may be delayed since the old truck will be available, given the postponement of hiring a facilities manager. There was agreement that the purchase should go ahead to better level yearly DPW capital expenses. Discussion of the other requested future capital expenses will be scheduled after the May Town Meeting. These include a new salt shed and repaving the DPW parking lot.

The Police Chief Dennis Minnich presented the FY2019 Police Department budget. Salaries were increased 9% in accordance with contract agreements and to cover contract negotiations. Purchased Services and Maintenance were increased to cover the utility and maintenance costs of the new building. A new cruiser is included based on a schedule of 8 new cruisers over 10 years. Regional dispatching is working well and the costs are expected to decline beginning this year. The total Police Budget has increased 9.4% for FY2019.

Revisions to the draft town budget were discussed. Income was increased \$52,000 from new growth forecast changes and reduction in overlay. This additional income was distributed to the budget line items for Data Processing (\$10,000), Council on Aging (\$4,000) for custodial expense, Veteran's Affairs (\$20,000) for two additional cases, Library (\$3,000) for new books, and debt interest (\$15,000) to cover rising interest rates.

The Facilities Manager new position remains in the budget even though the Board of Selectmen have decided not to proceed and fill the position. Instead the Board has instructed the Town Administrator to investigate contracting building management. There was significant discussion on the need for a Facilities Manager and on whether the work could be contracted. There was disagreement on how to proceed. The Fincom will wait for the Town Administrator report on the cost of contracting.

The draft list of warrant items was reviewed.

- Article 6 – Transfer Unexpended Funds for FY2018 – This will include a fix for the Zoning Board of Appeals (ZBA). Their revolving fund is out of funds. They are still working on their fee structure.
- Article 15 – Capital Sunset Clause – The FY2011 \$130,000 capital appropriation for communications equipment is possibly still needed for Fire communications equipment.
- Article 19 – Town Hall Irrigation - \$3600 for a lawn irrigation system to sustain the grass.
- Article 20 – Parks Maintenance – This article remains \$10,000 as in years past. It will be funded through Raise and Appropriate, not free cash.
- Article 21 – Police Assessment – It is standard procedure to hire outside assessment for police promotion.
- Article 22 – Land Fill Monitoring – This additional monitoring is state mandated.
- Article 26 – Transfer of Funds for ZBA – This article is to supplement the ZBA revolving fund for FY2019 until the fee schedule is revised.
- Article 27 - Transfer of Funds for Conservation Commission – The commission revolving fund is out of funds. The fees need to be restructured similar to the ZBA.
- Article 30 – Revolving Funds – State mandated changes to the Bylaws establishing revolving funds. KP Law is working on the bylaw language.
- Article 32 – Recreational Marijuana – Temporary moratorium is proposed until the issue can be reviewed.

A volunteer is needed for the town wide planning commission to replace Pat Bryant.

The next meeting will be a joint meeting with the Board of Selectmen on Monday, April 30, followed by a separate meeting to vote on the town meeting warrant.

The meeting was adjourned at 9:15pm.

Pete Murphy  
Secretary  
Fincom & CIB