

**Town of West Boylston
Finance and CIB Committee
Meeting of October 8, 2019**

A joint meeting of Fincom and CIB was convened at 7:00 pm in room 120 at town hall. Attending were Chris Berglund, Paul Bohnson, Ray Bricault, Bill Fay, Mary Foley, and Pete Murphy. Jaime Desanti, and Jim Marinelli were absent.

The minutes of meeting for September 25 for Fincom and CIB were approved by a vote of 5-0.

Town Administrator Nancy Lucier attended the meeting and was congratulated on her promotion to Administrator. She presented and discussed the following:

- Proposed FY2019 Free Cash Distribution:
 - Certified free cash is \$1,349,349.
 - FY21 Budget set-aside and carry over are set at \$475,000.
 - FY20 fuel budget will be increased \$25,000 due to an expected shortfall.
 - An OPEB contribution will be made of \$50,000 to continue to improve funding.
 - Capital Investment and Stabilization funds will receive \$200,000 and \$100,000 respectively. Stabilization will increase to 5.49% of the operating budget.
 - \$270,000 will be paid to Senior Center loan interest to delay for one year a scheduled rise in the tax rate for the building debt exclusion.
 - \$227,305 will be left for FY20 budget adjustments.
- The unexpectedly large free cash amount was discussed. Three reasons were given:
 - Permit fees due to high construction activity \$250,000
 - Unfilled budgeted employment due to turnover \$105,000.
 - Unspent budgeted health premiums \$118,000
- The CPC fund balances were provided and an explanation for use of undesignated funds for parking improvements at Blueberry Hill was that the Open Space fund is strictly for acquiring real estate.
- Data on bills from previous years was presented and reviewed. The delays all appeared understandable.
- The Town Administrator was asked to include OPEB in the town Financial Reserves policy document so that it will become a standard consideration in free cash distribution decisions.
- The town is still in discussion with the town of Berlin regarding sharing a Building Superintendent. Fincom will emphasize this need in their report to town meeting.
- Article 3: FY2020 Budget Fix – Move funds from Maturing Debt interest to Temporary Loan interest and debt. This is required because debt has not yet moved to long-term loans because of the very low interest rate (<1%) on

Temporary Loans. A motion by Chris Berglund to endorse, seconded by Bill Foley, approved by a vote of 6-0 for Fincom.

- Article 4: CPC Appropriations – An explanation for use of undesignated funds was accepted. A motion by Paul Bohanson to endorse, seconded by Bill Fay, approved by a vote of 6-0 for Fincom.
- Article 17: Personnel Bylaw Fire Overtime – The revision will likely reduce overtime expense by making the work period two weeks instead of one week. A motion to take no opinion was moved by Chris Berglund, seconded by Bill Fay, approved by a vote of 6-0 for Fincom.
- Article 18: Personnel Bylaw Fire Overtime – The revision eliminates the callout time for minimum payment. A motion to take no opinion was moved by Chris Berglund, seconded by Bill Fay, approved by a vote of 6-0 for Fincom.

Chris Berglund is drafting a Fincom and CIB presentation for town meeting. The presentation will address operating budget history, capital needs, and the need for a building superintendent.

The next meeting of Fincom and CIB will be before town meeting on Monday, October 21. A meeting with the Light Department is scheduled in November.

The meeting adjourned at 8:12 pm

Pete Murphy
Secretary Fincom and CIB