

**Town of West Boylston  
Finance and CIB Committee  
Meeting of April 24, 2019**

A joint meeting of Fincom and CIB was convened at 7:00 pm in meeting room 127 at town hall. Attending were Chris Berglund, Paul Bohannon, Ray Bricault, Bill Fay, and Pete Murphy. Jaime Desanti, and James Marinelli were absent.

The minutes of meeting for April 2 and 4 for Fincom and CIB were approved 5-0 in a motion by Chris Berglund, second by Bill Fay. There was no meeting of Fincom or CIB on April 9 due to a lack of a quorum.

**Schools:**

- Ray Bricault moved to endorse the acquisition by the schools of the two leased storage containers currently in use. \$22,462 of funding, of available, will be from the school budget funds remaining at the yearend. Bill Fay seconded the motion. Discussion concluded that the pay back would be about 4 years. The motion was approved by Fincom and CIB, 5-0.

Nancy Lucier, acting Town Administrator joined the meeting to discuss the draft warrant:

- Article 1: No report to Town Meeting by Fincom or CIB. CIB hopes to make a full report on the capital forecast at the fall town meeting.
- Article 2: Authorization to borrow: No Fincom comment on this standard article.
- Article 3: Highway Funds: No Fincom comment on this standard article.
- Article 4: Personnel Bylaw Update: No Fincom comment on this standard article.
- Article 5: Compensation of Officials: No Fincom comment on this standard article.
- Article 6: Budget Transfers: These transfers have not been finalized and will be reviewed by Fincom at a later meeting.
- Article 7: Bills from Previous Years: This is standard article. There are no known outstanding bills.
- Article 8: Sewer Enterprise Budget: There continues to be confusion in Fincom about the budget numbers provided. The sewer rates are being increased over the next few years to raise income to meet expense. The Town Accountant will meet with Fincom at a future meeting to explain this financial situation.
- Article 9: FY2020 Budget: The proposed budget was reviewed in detail by Fincom:
  - Council on Aging budget increase is due to new expenses in the new building. Insurance and maintenance are the majority of the increase.
  - County Retirement Assessment increased 12%. Further explanation will be provided.

- The Health Insurance line item must include the worst-case scenario by including all employees. Changes in employment and employee decisions usually mean that this line item is overfunded and provides free cash at yearend.
- Article 10: Capital Expense:
  - The Fire Department has requested funding for a brush fire truck to replace the current aging tanker truck. There was discussion about the need and use of such a truck. The expense seems large for a truck that will see little use. The department is already receiving capital funds for equipment on the newly purchased fire engine. Chris Berglund moved that CIB not endorse this request. The motion was seconded by Ray Bricault and was approved by CIB 5-0. Ray Bricault moved that the Fire Chief be directed to plan fire services without this truck. The motion was seconded by Paul Bohnson and was approved by CIB and Fincom 5-0.
  - The School Department late request for paving funds was not considered as it was received after the deadline established by the Board of Selectmen.
  - Library capital requests will not be acted on at this Town Meeting. The IT request has been included in the Library budget for FY2020 at \$3,000 with discussions continuing about the balance.
- Article 11: Fire Truck Equipment: This article has already been endorsed by Fincom and CIB.
- Article 12: DPW Salt Equipment: This article has already been endorsed by Fincom, and was endorsed by the Board of Selectmen at their last meeting.
- Article 13: Assessor Department Software: Details about this request are needed.
- Article 14: Tax Exemption Eligibility: No Fincom comment on this article.
- Article 15: Unemployment Trust: A request to add \$30,000. No information is available on expenditures that make this addition necessary.
- Article 16: Re-appropriate Borrowed Funds: Three projects have excess borrowed funds that can re-directed to pay costs for the Senior Center. Further explanation is needed about the reason for advance borrowing of funds.
- Article 17: Elderly Community Services: No Fincom comment on this standard article.
- Article 18: Revolving Funds: No Fincom comment on this standard article.
- Article 19: CPC Community Funds: These fund balances are \$44,000 for Open Space, \$145,000 for Historic Reserve, and \$1,331,000 undesignated. CPC requests will be considered later.
- Article 20: Cemetery Mower: The Cemetery is requesting a transfer of \$17,000 from Cemetery funds to purchase a mower. There is no Fincom comment on this article to expend cemetery funds.
- Article 21: OPEB Retirement Medical Expense: Fincom has endorsed this transfer of \$100,000 of free cash to the OPEB Trust Fund.

- Article 22: Stabilization Fund: This fund now stands at 5.06% of the proposed FY2020 Budget. This meets the standard of 5%. No additions are proposed.
- Article 23: CIF Capital Fund: \$295,000 may be left in cash reserve and will not added to the capital fund at this time until CIB clarifies the capital needs of the town and if current funds are adequate.
- Article 24: Sidewalk Easement: No Fincom comment on this article.
- Article 25: Marijuana Ban: This voter proposed article will be considered later. There were questions about current town commitment to businesses that need more information.
- Article 26: Marijuana Ban in Industrial Zoning: This voter proposed article will be considered later. There were questions about current town zoning that need more information.

The CIB plan and forecast chart needs an update. It will be circulated to Fincom departmental designates for updating. The new Town Administrator and DPW Director will be requested to review this plan.

The meeting adjourned at 8:30 pm.

The next meeting of Fincom and CIB will be on Tuesday, April 30.

Pete Murphy  
Secretary Fincom and CIB