

**Town of West Boylston
Finance/CIB Committee
Meeting of March 14 2022**

A meeting of Fincom and CIB was convened at 6:00 pm on Zoom. Attending were Fincom and CIB members Chris Berglund, Ray Bricault, Bill Fay, Mary Foley, Pete Murphy and Paul Redmond. Austin Cyganiewicz, Paul Bohannon, and Jim Marinelli were absent.

The minutes of meeting for February 28, 2022 were approved 6-0 as moved by Ray Bricault and Bill Fay.

Department capital needs were discussed.

- The DPW continues to promote 5 capital items for more than \$300,000. These items have been discussed at past meetings and will be reviewed with the DPW Director during our meeting in April. The DPW operating budget will increase 18% to include the cemetery work and step salary increases for most employees.
- Public Safety capital requests have been reviewed at past meetings and will be reviewed with the Fire Chief during our April meetings.
- Library HVAC system engineering study is underway and should be completed with a cost estimate in time for the May town meeting. Upgrade will include both the heating and cooling systems. The library operating budget is unchanged for 2023.
- Town hall and senior center capital needs are still being reviewed by the CIB team. There is some concern that town hall will need heat pump upgrades or replacements.
- Schools capital needs for FY 2023 are the Major Edwards boiler \$195,000, the fire alarm panel \$100,000, and the toilet in the nurses station to be ADA compliant \$21,000. A meeting is scheduled with the Schools on April 6 to review these requests. The Schools are expected to need more than \$20 million over the next 10 years for buildings.
- Green communities funding was discussed. The Schools have not put forward any further requests and this program could be ending soon. This will be discussed at the meeting with the schools.

Two budget transfer requests have been received:

- \$10,000 from Fincom Reserve to the Select Board Purchased Services for search services to find a new Town Administrator. Because there are few candidates, a search services firm will be used. Pete Murphy moved and Bill Fay seconded a motion to approve, which passed 6-0. Ray Bricault asked the Chair to obtain the job description and decision criteria, including the search process and salary range.

- \$1,000 from Veterans salaries to Veterans supply for flag purchases. Ray Bricault moved and Marie Foley seconded and the motion was approved 6-0

ARPA fund decisions will be discussed with the Town Administrator. The town expects \$2,400,000 in funds with \$800,000 to be spent this year on streets and drainage. Also, replacement of the pneumatic system on the Fire ladder truck may qualify for funding. The Select Board is reviewing and approving ARPA fund distribution. Two Fincom members will meet on March 28 with the Town Administrator and two Select Board member to further discuss ARPA funding.

The senior center has submitted a warrant article to hire a Chef for \$19,000 to prepare meals at the center. There was some discussion about senior center user fees being used for this purpose, instead of free cash. Few seniors are using this service. New funding will be necessary in another year.

Fincom and CIB financial documents have been posted to a Google drive for member access.

The Capital Planning spreadsheet is still not updated.

Free cash amount is still unknown. \$1,294,000 was carried over from last year. The Town Administrator will be asked for this information.

The budget review meeting with the Select Board is March 16 at 6 pm. The warrant review meeting with the Select Board is April 20.

The next Fincom/CIB meeting is scheduled for April 4, 2022 at 6 pm with the departments.

The meeting adjourned at 7:00 pm as moved by Pete Murphy and seconded by Bill Fay. All voted in favor.

Pete Murphy
Secretary, Fincom and CIB