

**Town of West Boylston  
Finance/CIB Committee  
Meeting of April 4 2022**

A meeting of Fincom and CIB was convened at 6:04 pm in the Select Board meeting room at town hall. The meeting was broadcast. Attending were Fincom and CIB members Chris Berglund, Ray Bricault, Paul Bohannon, Mary Foley, Pete Murphy and Paul Redmond. Austin Cyganiewicz, Bill Fay, and Jim Marinelli were absent.

The minutes of meeting for March 14, 2022 were approved 6-0 as moved by Ray Bricault and Mary Foley.

Chris Berglund and Ray Bricault met with the Town Administrator and Select Board members Chris Rucho and Pat Crowley for an update on allocating ARPA funds for town needs. ARPA funds currently total \$2,414,270 and are unrestricted, but cannot be saved in either the Capital account or the Stabilization fund. The funds must be spent over the next 4 years. Only Select Board approval is required and the expenditure decisions will not come before Town Meeting. The Select Board has decided to consult with Fincom and CIB on the spending decisions.

The Select Board has decided to allocate ARPA funds to one time expenditures, including Capital needs. Six expenditures have been approved this fiscal year so far: MS4 Storm Sewer permitting \$238,000; Street line and crosswalk painting \$100,000; Worcester Health Alliance membership FY23, \$30,858; Street sweeper repairs \$30,000; Contribution to the OPEB retirement fund \$100,000; Refurbish Fire Ladder Truck #2, primarily a rebuild of the hydraulic system; for a total cost of \$648,858.

The Town Administrator has proposed additional ARPA allocations: For FY 23,24, 25, 26, OPEB fund \$100,000 per year and Storm Sewer permitting \$50,000 per year; Worcester Health Alliance membership for FY 24, 25, 26 of \$33,333 per year. In addition, Capital expenditures for the Major Edwards heating boilers \$200,000 and a new DPW copier \$19,000. Finally, Police FY 22 budget overruns for overtime of \$72,000. The total of unapproved, additional proposed allocations is \$991,000, leaving \$774,412 unallocated. Additional ARPA money could be received from further State allocations.

Fincom supported a report to the May Town Meeting on these ARPA expenditures and allocations to insure transparency.

The Fire Chief Tom Welch met with Fincom and CIB:

- The Fire operating budget is level funded. The increases to the budget are due to new contract mandated salary increases of 2.5%, and overtime to cover vacations and staff shortages. Staff recruiting remains a problem with pay levels raising in competing towns. The current staff is close to 100% full time, but very few call out staff are available.

- The Ladder Truck #2 rehab is no longer a capital request since it will be covered with ARPA funds.
- The Fire Building rehab and asbestos removal is no longer a capital request since Green Community grant approvals have provided additional funds.
- Car #1, a replacement for the Tahoe, remains on the capital request list. The price is unknown and the car is unavailable. The Chief plans to get an update to the price and delivery. Since the Chief will retire in August, holding up this decision was discussed to allow the new chief to select the vehicle.
- Fire hoses and hose fixtures are no longer NFPA compliant and need to be replaced. The requested \$25,000 will still purchase the needed hoses and fixtures.
- The replacement emergency generator set remains on the capital list. The Chief has been unable to obtain a new and valid bid from a contractor. The replacement requires relocation to a new pad, new transfer electrical switching, and a new NG supply. A contractor bid is required to allocate funds. This will probably not be approved for FY 23.

The Library Director Anna Shaw met with Fincom and CIB:

- The Library operating budget is level funded. An increase of \$13,000 was needed for salary increases and cost of purchased services. The level funded book purchase budget is adequate for continuing State certification.
- Library maintenance costs are increasing. Building physical maintenance and elevator repair are two increasing costs. The Library Director reaffirmed the need for a town facility manager to handle these maintenance needs. Fincom suggested that library maintenance expense currently in purchased services be reallocated to the maintenance budget line.
- Library HVAC system engineering study was discussed. The engineering *on the heat pump system* is done and now an estimate is being prepared. *The Library Director confirmed the estimate will also include an alternate price for replacement of the existing gas fired heating plant.* The estimate was due last week, but has not been received yet. After the estimate, a bid package will need to be prepared. Timing for an expenditure decision is already short. CIB recommended the Library Director attempt to set up a meeting with Rise Engineering and Eversource to discuss the plan, financing, and timing going forward.
- The Library Capital Plan has major expenditures for the roof and elevator for FY 24. The extent and costs of these items is uncertain and unknown. They will have to be further reviewed next year.

The CIB capital expense plan for FY 23 for approval at the May Town Meeting is due on April 15. CIB will meet on Monday, April 11, with DPW and the Police Department. The capital plan for FY 23 will be finalized at that meeting.

The next meeting of Fincom and CIB will be with the Schools on Wednesday, April 6.

The meeting adjourned at 8:00 pm as moved by Ray Bricault and seconded by Mary Foley. All voted in favor.

Pete Murphy  
Secretary, Fincom and CIB