

**Town of West Boylston
Finance and CIB Committee
Meeting of July 9, 2019**

A joint meeting of Fincom and CIB was convened at 7:00 pm in meeting room 120 at town hall. Attending were Chris Berglund, Paul Bohannon, Ray Bricault, Jaime Desanti, James Marinelli, and Pete Murphy. Bill Fay was absent. Town Manager Nancy Lucier attended the meeting. Chris Berglund abstained from voting due to a delay in his being sworn in for a new term.

The minutes of meeting for May 20 for Fincom and CIB were approved 5-0.

Nancy Lucier was congratulated on her appointment as Town Manager. She reported that town operations are working well with new and interim employees.

- The interim DPW director is expected to stay in the position for the time being.
- The building manager position remains unfilled and is not likely to be filled soon. The need for a building manager was discussed. Fincom members believe this position is important and needs to be filled soon. Ray Bricault was asked to carry this concern to the FISP committee.
- Town Manager Nancy Lucier reported that 10 recruiting letters have been sent to prospective Fincom members.

Year end budget transfers were considered by Fincom:

- \$853 from Library Salaries to Library Purchased Services to partially pay the EMCOR preventative maintenance contract final invoice of \$2850.50. Unexpected maintenance costs depleted the budget line item before the end of the year. A motion to approve was made by Jim Marinelli, seconded by Jaime Desanti, and passed by a vote of 5-0.
- \$2540 from the Fincom Reserve Fund to Library Purchased Services to pay the elevator emergency motor repair. This is a true unexpected cost that the reserve fund is intended to cover. A motion to approve was made by Pete Murphy, seconded by Paul Bohannon, and passed by a vote of 5-0.
- \$2000 from Town Accountant Purchased Services to Ambulance Purchased Services \$1000, and to Public Safety Purchased Services \$1000. Ambulance equipment purchases overran the budget, and funds needed to takeover the police portion of the Public Safety Building also overran the budget. . A motion to approve was made by Ray Bricault, seconded by Paul Bohannon, and passed by a vote of 5-0.

The Capital Planning process was discussed with the Town Manager.

- The current system of requesting capital needs from the departments in September is not effective for the May town meeting. The capital need requests should be shifted to January when the operating budget process

begins. This may require a change in the CIB bylaw. The Town Manger will confirm if this is the case.

- The capital need forms also need to be expanded to include more information, specifically on post purchase costs such as maintenance contracts, additional personnel, training, and operating costs. Also, the capital form needs to include a request for any financial savings or manpower efficiencies as a result of the capital purchase.
- The CIB Capital Equipment database needs to be completed, a list of all significant capital items used by the town departments. This is a CIB priority for the fall.
- There was a discussion of the capital needs forecast. Capital planning needs to be done beyond simple department needs. Capital needs, especially building needs must be better identified and then prioritized. CIB believes this task should be taken on by the FISP committee. Ray Bricault said the FISP committee does not currently view this task as within their charter. Ray was asked to raise this topic and concern with the FISP committee.

A slate of Fincom and CIB officers was moved by Ray Bricault and seconded by Paul Bohanson. Ray Bricault as chair, Jim Marinelli as Vice Chair, and Pete Murphy as Secretary of Fincom and CIB. The slate was approved by a vote of 5-0.

The next meeting of Fincom and CIB will be scheduled in the fall to prepare for the October town meeting.

The meeting adjourned at 8:20pm

Pete Murphy
Secretary Fincom and CIB