

**Town of West Boylston
Finance/CIB Committee
Meeting of April 3, 2023**

A meeting of Fincom and CIB was convened at Town Hall at 6:00 pm . Attending Fincom and CIB members were Chris Berglund, Paul Bohnson, Ray Bricault,, Mary Foley, and Pete Murphy. Bill Fay was absent. Town Administrator Jennifer Warren-Dyment attended the meeting.

Ray Bricault moved, seconded by Paul Bohnson, to approve the minutes of March 27 for Fincom and CIB. All voted in favor, 5-0 for Fincom and 5-0 for CIB.

The State approval for Town Hybrid and Zoom board and committee meetings has been extended until 2025.

Chris Berglund led a review of the FY24 capital requests:

- The DPW MVP (vulnerabilities) planning grant to map and plan culvert condition and replacement is being requested from the State for \$120,000 with \$30,000 coming from town funds. The Town Administrator proposed that the \$30,000 will be paid in FY24 from ARPA funds. If the grant is not approved in FY24, the ARPA funds will be reappropriated to other town expenses. Ray Bricault moved to endorse this use of ARPA funds for this capital project, seconded by Mary Foley. The motion was approved 5-0 by Fincom and 5-0 by CIB.
- DPW F350 1 ton truck for \$110,000 cannot be funded from either free cash or the capital investment fund and will not be included in the FY24 capital plan. Ray Bricault moved to passover this capital request for FY24, seconded by Mary Foley. The motion was approved 5-0 by Fincom and 5-0 by CIB.
- The DPW has received a \$110,000 State grant for a new cemetery plan. No town funds are needed to proceed with this planning. Mary Foley moved to endorse proceeding with the planning of this capital project under the State grant, seconded by Paul Bohnson. The motion was approved 5-0 by Fincom and 5-0 by CIB.
- The DPW request for a \$200,000 feasibility study of a renewal of their building and grounds will not be included in the FY24 capital plan. This work will be reconsidered following action by the FISP on a comprehensive building plan for the entire town. Ray Bricault moved to not endorse this capital request for FY24, seconded by Paul Bohnson. The motion was approved 5-0 by Fincom and 5-0 by CIB.
- The DPW request for Trackless Flail mower attachment for \$36,000 can be funded from free cash. Mary Foley moved to endorse this capital request for FY24, seconded by Paul Bohnson. The motion was approved 5-0 by Fincom and 5-0 by CIB.

- The Town Administrator was asked what projects should be funded from free cash versus the CIF. She replied projects under \$100,000 are typically from free cash. Major projects over \$100,000 should be from there CIF. The current CIF balance is \$1.2 million.
- A police cruiser is requested for FY24 for \$54,000, funded from the operating budget. Mary Foley moved to endorse this operating request for FY24, seconded by Paul Bohannon. The motion was approved 5-0 by Fincom. A question was asked regarding the skip year in the cruiser plan of 4 cars every 5 years. The FY23 purchase is proceeding, even though the Chief had indicated the money would be reappropriated to cover budget overtime overruns. So the skip year will be FY25. The Town Administrator reported that surpluses were found in the Police operating budget to cover the FY23 overruns.
- The Fire request for replacement air cylinders for \$97,500 could be funded from free cash. The replacements must be ordered now to be received in time. Grant funding is still possible and the amount of any grant would be returned to free cash. Ray Bricault moved to endorse this capital request for FY24, seconded by Pete Murphy. The motion was approved 5-0 by Fincom and 5-0 by CIB.
- The Fire request for a building replacement feasibility study will not be included in the FY24 capital plan. This work will be reconsidered following action by the FISP on a comprehensive building plan for the entire town. Paul Bohannon moved to not endorse this capital request for FY24, seconded by Ray Bricault. The motion was approved 5-0 by Fincom and 5-0 by CIB.
- The Fire request for a replacement emergency generator for \$65,000 plus \$10,000 for installation was discussed. The propane tank inspection is still outstanding to determine the full cost. The Town Administrator has included this project in the list of State earmark requests. Chris Berglund moved to passover this capital request for FY24, seconded by Ray Bricault. The motion was approved 5-0 by Fincom and 5-0 by CIB.
- The Fire request for replacement turnout gear for \$75,000 can be funded from free cash. Ray Bricault moved to endorse this capital request for FY24, seconded by Paul Bohannon. The motion was approved 5-0 by Fincom and 5-0 by CIB.
- The School request for replacement of the Major Edwards boilers for \$255,000 from the CIF needs to be updated with a current quote for the work. This project is required for FY24 and must be done over the summer, and it is supported by the CIB. Paul Bohannon moved to endorse this capital request at \$255,000 for FY24, seconded by Mary Foley. The motion was approved 5-0 by Fincom and 5-0 by CIB. When a current quote is obtained, additional funding can be voted.
- The School request for a van purchase for \$36,000 can be funded from \$21,000 of ARPA money returned from a bathroom project at the High School, which turned out not to be feasible for the expected cost, and excess ARPA funds from a school sprinkler project, plus the

remainder from free cash. Pete Murphy moved to endorse this capital request for FY24, seconded by Paul Bohannon. The motion was approved 5-0 by Fincom and 5-0 by CIB.

- The Library HVAC system needs will be reviewed by the new facilities manager. No action is required for the coming heating season. The State grant of \$100,000, specifically appropriated for the engineering of a heat pump system, is valid until the end of FY24. Pete Murphy moved to passover any action on this capital request for FY24, seconded by Ray Bricault. The motion was approved 5-0 by Fincom and 5-0 by CIB.

No assessment can be made of the entire FY24 capital budget until after the April 6 meeting on the Pride Park renovation.

The report by Fincom and CIB to the May Town Meeting was discussed. The operating budget for FY25 will require more spending choices. A report on these spending choices is needed, including the possibility of more revenue. Chris Berglund will plan a meeting to review the structure and content of the report..

A Finance Committee training session will be available to all committee member on April 29 in Sterling.

Mary Foley moved, Pete Murphy seconded, a motion to adjourn the meeting. All voted in favor 5-0.

Meeting adjourned at 7:24 pm.

Pete Murphy
Secretary, Fincom and CIB