

**Town of West Boylston
Finance/CIB Committee
Meeting of May 8, 2023**

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

The minutes of the meeting for April 10 were amended to show Paul Bohnson as absent instead of present. Ray Bricault then moved and Mary Foley seconded to approve the amended minutes. All voted in favor 5-0 for Fincom and 5-0 for CIB.

The May town meeting warrant was reviewed:

- Article 1 - Report to Town Meeting - Fincom previously voted to provide a report at May Town Meeting. A PowerPoint report from last year's meeting is being modified and will be circulated for review before the Town Meeting.
- Article 2 - Authorization to borrow funds - A previous vote was taken by Fincom on April 10 to endorse.
- Article 3 - Authorization to spend and accept state highway funds - Final amounts will not be known until the Governor signs the authorization bill. A previous vote was taken by Fincom on April 10 to endorse.
- Article 4 - Change personnel bylaw to allow a 2% COLA for non-union employees. - A previous vote was taken on April 10 to endorse.
- Article 5 - Authorize salaries - Ray Bricault moved and Bill Fay seconded a motion to endorse the article. The motion was approved by Fincom by a vote of 5-0.
- Article 6 - Authorize transfer of FY23 funds - A draft schedule of transfers was reviewed, changes are still possible. The major budget overruns are due to Police overtime and snow and ice. Snow and ice can be fully covered with account transfers without using any free cash. Most of the available transfers are from medical and veteran's benefits line items. The Town Administrator confirmed that the budget for these benefits has been significantly reduced in FY24 due to reduced family cost and to avoid these under-runs. Bill Fay moved and Mary Foley seconded a motion for Fincom to endorse this article. The motion was approved by Fincom by a vote of 5-0.
- Article 7 - Pay bills from a previous year - There are bills to pay in the amount of \$1202. These were delayed for problems with getting the bills to the right approval authority. Ray

Bricault moved and Bill Fay seconded a motion to endorse the article. The motion was approved by Fincom by a vote of 5-0.

- Article 8 - Appropriated Sewer enterprise funds - The Sewer budget from previous years was reviewed and discussed. Operating and maintenance actual costs continue to rise, and funds are being used from the contingency accounts. No fee increase is planned, but it will be necessary once contingency funds have been expended. The Town of Holden was successful in obtaining reduced processing fees from the City of Worcester through court decision. Other towns, including West Boylston, are reviewing similar action. Ray Bricault moved and Mary Foley seconded a motion to endorse the article. The motion was approved by Fincom by a vote of 5-0.
- Article 9 - FY24 Town Operating Budget - The departmental operating budgets have been extensively reviewed in previous meetings and all questions have been answered. Unrestricted State aide is still unknown, but is historically usually unchanged. Ray Bricault moved and Bill Fay seconded a motion to endorse the article. The motion was approved by Fincom by a vote of 5-0 and by CIB by a vote of 5-0.
- Article 10 - Capital Improvement Purchases - Five capital items are on the schedule. Four were previously endorsed by Fincom and CIB. The fifth, a DPW F-350 truck for \$110,000, was not endorsed in a tie vote by Fincom and CIB. The Major Edwards Steam Boiler was endorsed at \$255,000, the only cost number currently available. An update to this cost has been requested. No further action was taken.
- Article 11 - Add and amend revolving funds - Establishes a senior meals fund and amends the DPW recycling fund. Ray Bricault moved and Bill Fay seconded a motion to endorse the article. The motion was approved by Fincom by a vote of 5-0.
- Article 12 - Authorize Revolving funds - There are no major changes to these funds and some minor changes to the limits. Ray Bricault moved and Bill Fay seconded a motion to endorse the article. The motion was approved by Fincom by a vote of 5-0.
- Article 13 - Appropriate to the OPEB Trust \$25,000 from free cash - Bill Fay moved and Mary Foley seconded a motion to endorse the article. The motion was approved by Fincom by a vote of 5-0.
- Article 14 - Appropriate to the Municipal Building fund \$20,000 from free cash - Mary Foley moved and Ray Bricault seconded a motion to endorse the article. The motion was approved by Fincom by a vote of 5-0.
- Article 15 - Accept MGL 41, Section 110A - Already endorsed by Fincom.
- Article 16 - Accept MGL 59, Section 5 - No opinion voted by Fincom previously. Bill Fay moved and Mary Foley seconded a motion to change to an endorsement of the article. The motion was approved by Fincom by a vote of 5-0.

- Article 17 - Amend the general by-laws - Already endorsed by Fincom.
- Article 18 - Amend the personnel by-law - Already voted no opinion by Fincom.
- Article 19 - Amend the personnel bylaw regarding vacation - Bill Fay moved and Ray Bricault seconded a motion to offer no opinion. The motion was approved by Fincom by a vote of 5-0.
- Article 20 - Amend the general by-laws - Already voted endorsed by Fincom.
- Article 21 - Amend the Zoning bylaw - Already voted no opinion by Fincom.
- Article 22 - Amend the Zoning bylaw - Already voted no opinion by Fincom.
- Article 23 - Amend the Zoning bylaw - Already voted no opinion by Fincom.
- Article 24 - Amend the Zoning bylaw - Already voted no opinion by Fincom.
- Article 25 - Amend the Zoning bylaw - Already voted no opinion by Fincom.
- Article 26 - Amend the Zoning bylaw - Already voted no opinion by Fincom.
- Article 27 - Authorize CPC annual expense - This is a standard allocation of tax funds received. Passed over, not yet endorsed by Fincom.
- Article 28 - Authorize CPC expenditure of \$318,000 for Pride Park - This is part of a \$900,000 expense for phase one of the Pride Park rebuild. It includes \$250,000 of town free cash, \$150,000 State earmark, and \$182,000 of ARPA funds. Bill Fay moved and Mary Foley seconded a motion to endorse the article. The motion was approved by Fincom by a vote of 4-1 and by CIB by a vote of 4-1. Ray Bricault was opposed.
- Article 29 - Elder Community Services Program - Legalizes the current program. Mary Foley moved and Ray Bricault seconded a motion to endorse the article. The motion was approved by Fincom by a vote of 5-0.

The library HVAC system was discussed. Anna Shaw, Library Director, supplied pricing for a conventional replacement of the Library's entire HVAC system: boilers, air handlers and chiller: \$502,947. The spring 2022 quote for the AWHeatPump with ERV and associated HVAC work: \$585,282. This includes an ERV heat exchanger for the air handling system, an addition of approximately \$60,000. Without the heat exchanger, the two quotes are surprisingly close.

The Fire Chief discussed the need for a further increase in the Fire operating budget. The FY24 budget increase will raise the daily working personnel from 2 to 3, but the FY25 budget will need to increase further to meet the NFPA recommended level of 4 daily personnel. In addition, 3 older and experienced fire fighters are expected to retire in the next few years and their replacement must be planned. The Fire operating budget will essentially double in FY25 from the FY23 budget. The daily personnel may have to increase further to 6 in the next 10 years.

Individual Fire call out personnel are few and are expected to continue to decline. Regional call out is now in place. A building fire requires 16 Fire personnel. In West Boylston, such a fire will be staffed by the Engine one company of 4 fire fighters, and immediate first alarm aide from Boylston 4, Holden 4, and Sterling 4. A major fire requires 28 personnel and will include additional personnel from Shrewsbury, Worcester and Rutland.

The FISP committee is not making any progress on town building review. They are still discussing their objectives.

No action is needed on an emergency Fincom budget allocation to the Assessors office.

The next meeting will be the May 15 at the High School before the Town Meeting at 6:30 pm. The report to town meeting will be finalized and any open articles will be voted.

The meeting adjourned at 7:15 pm as moved by Mary Foley moved and Ray Bricault.

Pete Murphy
Secretary, Fincom and CIB