

**Town of West Boylston  
Finance/CIB Committee  
Meeting of July 10, 2023**

A meeting of Fincom and CIB was convened at 6:05 pm by Zoom. Attending Fincom and CIB members were Cliona Archambeault, Chris Berglund, Paul Bohnson, Jason Brockway, Ray Bricault, Mary Foley, and Pete Murphy. Bill Fay was absent. Chair Chris Berglund read the Zoom meeting State authorization statement.

Chris Berglund welcomed newly appointed Fincom/CIB members Cliona Archambeault and Jason Brockway. Each provided a short Bio for introduction.

Chris Berglund thanked Bill Fay for his long and dedicated service to Fincom and CIB. Bill was especially effective in helping us understand the problems and needs of the DPW and the Cemetery. He will be missed at our meetings.

Mary Foley moved to approve the minutes of May 15 and Paul Johnson seconded. All were polled and voted in favor 6-0-1.

The Fincom/CIB report to town meeting was discussed. Members at the meeting thought the report was clear that operating expenses for FY2025 must rise due to both required increases in services and inflationary price increases. Revenue will not be adequate and an operating override is likely.

The fiscal year FY23 budget transfer requests were reviewed:

- Treasurer - Treasurer Salaries to Purchased Services \$1,500. Tax Title Attorney mailing fees on delinquent properties exceeded the expected billings budget. Ray Bricault moved and Pete Murphy seconded a motion to approve the budget transfer. The motion was approved by Fincom by a vote of 7-0. Each member was polled.
- Public Safety Police - Assessor's salaries to Police salaries \$3000. The IOD insurance payment for an injured officer was not received at the end of the fiscal year, putting the Police salary budget in deficit. Chris Berglund agreed to find out how the reimbursement will be handled when received. Mary Foley moved and Paul Bohnson seconded a motion to approve the budget transfer. The motion was approved by Fincom by a vote of 7-0. Each member was polled.
- Building Department - Building purchased Services to Salaries \$160. Inspections were completed before year end that must be paid in the FY2023 budget. Cliona Archambeault moved and Ray Bricault seconded a motion to approve the budget transfer. The motion was approved by Fincom by a vote of 7-0. Each member was polled.

- Public Works - Highway Salaries to Highway Improvements \$33,000. To use excess budgeted salary funds for highway work completed in FY2023 and reduce the drawdown of Chapter 90 funds. The state Chapter 90 funds can be used in the coming fiscal years. Ray Bricault moved and Cliona Archambeault seconded a motion to approve the budget transfer. The motion was approved by Fincom by a vote of 7-0. Each member was polled.
- Public Library - Library Purchased Services to Library Salaries \$1225. These additional funds will cover vacation buybacks allowed by town bylaws. Paul Bohannon moved and Pete Murphy seconded a motion to approve the budget transfer. The motion was approved by Fincom by a vote of 7-0. Each member was polled.

FISP - Multiple major building projects are proposed and required over the next 5 to 10 years. A capital improvement roadmap is needed with costs and priorities defined. ADA compliance also needs to be considered. Discussion by Fincom/CIB led to the conclusion that the FISP group should take the lead in this discussion and planning. This will be discussed with the Town Administrator. Ray Bricault moved and Paul Bohannon seconded a motion to seek, through the Town Administrator, a joint meeting with the FISP and Select Board to clarify the process sequence and timing for developing a town wide capital plan, including all of the building needs. The motion was approved by Fincom by a vote of 7-0 and by CIB by a vote of 7-0. Each member was polled.

Fincom/CIB officer elections were discussed. Given the very recent addition of two new members, election of officers was postponed until next meeting. However, the office of Vice Chair is currently vacant and Ray Bricault volunteered to take this role until further officer elections at a future meeting. Chris Berglund moved and Paul Bohannon seconded a motion to make Ray Bricault Vice Chair. The vote to approve was 7-0 for Fincom and 7-0 for CIB, with each member polled.

The next meeting is scheduled for Monday, August 14 by Zoom at 6 pm.

The meeting adjourned at 7:05 pm as moved by Mary Foley and seconded by Ray Bricault.

Pete Murphy  
Secretary, Fincom and CIB