

**Town of West Boylston  
Finance and CIB Committees  
Meeting of April 6, 2015**

A meeting of Fincom and CIB (Capital Investment Board) was convened at 7:03 pm at Town Hall by Ray Bricault, Chair of Fincom and CIB. Chris Berglund, Pat Bryant, Pat Crowley, Dave Eckhardt, Bill Fay, Pavel Loven, Jim Marinelli, and Pete Murphy were in attendance. Aaron Goodale was absent.

The Fincom minutes of meeting for 15 March 2015 were approved 9-0. The meeting minutes from the town meeting pre-meeting on 20 October 2014 have not been distributed. Jim Marinelli will distribute the minutes at the next meeting.

The Town Manager presented the FY2016 draft budget proposal. The budget includes a 1.5% wage increase for all town employees and 2% wage increase for all school employees. The town will negotiate with three unions (Fire, Police, DPW) this year and the real increase will be unknown until after these negotiations.

The Town Manager provided a handout FY16 Operational Expenditure Budget Overview. The following was discussed:

- Finance Department – No decision has been made about financial services after the contract with FAA that expires in December. Therefore the budget includes a lump sum since no breakdown is possible without this decision.
- Assessors Department – All assessing costs are now in the operational budget. The practice of a separate town meeting warrant will be discontinued.
- Computer Services – This budget has been increased by 20+% to purchase equipment and maintain software. The Town Manager will provide a detailed breakdown of these costs.
- Town Clerk – The cost for the assistant town clerk has been moved completely into this budget. A portion of the cost had been carried in the Elections budget.
- Public Safety – These budgets are level funded plus the expected wage increase. No savings from regionalization is included since this is not expected in FY 2016.
- Education – The school department budget will increase 2.2%. There was a lengthy discussion about the \$200,000 in debt payments for the ESCO project which are not included in this budget. The Fincom took the position that this money represents an increase in the school budget due to the equivalent expected reduction in energy costs. This would mean the school budget is increasing by 4.2%. The Town Manager agreed to amend the explanation of the school budget to town meeting to include these additional monies.
- Public Works – This budget is level funded plus the expected wage increase.

- Human Services – This budget is level funded. Health service costs will be covered by a revolving fund that will be fee supported. The town veteran agent will receive a stipend increase from \$1703 to \$5000. The Town Manager proposed that this stipend eventually should be increased to \$10,000.
- Culture and Recreation – This budget is level funded. The library will have enough funding to avoid the need for a state waiver for the second year.
- Employee Benefits – The pension contribution continues to grow to meet actual needs. It is currently \$925,246 but will have to continue to increase in future budgets to adequately fund pensions and other retirement costs. Medical costs will increase only 3% this year due to an increase in co-pays.
- Warrant Article:
  - Special expenses totaling \$347,000 were presented as potential warrant articles.
    - A \$200,000 item for Police Station architectural fees has no current funding source other than stabilization fund. This will likely be moved to the October town meeting.
    - A \$12,000 server for town hall is also a possible October town meeting item.
    - The \$40,000 Fire Department asbestos abatement is also not an urgent item since air quality tests were acceptable.
    - These items could be reduced to \$95,000.
  - The snow removal deficit is \$335,000 over budget.
  - The required budget fixes were presented and totaled \$41,800.
  - The total for required expense is \$471,800, not including the three special expenses above that may be delayed.
  - The total available from budget surplus and free cash is \$308,091. This leaves a potential deficit is (\$163,709) with no funding source.
  - Potential capital expenses were presented totaling \$1,142,000. These include a new fire truck for \$550,000 that could be funded as a debt exclusion.
- The Town Manager agreed to provide the current balance figures for stabilization and capital.
- The Town Manager agreed to provide the revenue forecast on the Cherry sheet.
- Ambulance receipts were discussed. They are already adequate to fund the purchase of a new ambulance. The Town Manager was asked to consider using these receipts to pay for other Fire related expenses, such as the asbestos removal.
- There was discussion of a revolving fund for the ESCO project funded by rebates.
- The Town Manager was asked where the ESCO analysis fee of \$15,000 is being carried in the budget. He will investigate.

The budget presentation concluded and the Town Manager departed.

The meeting will reconvene tomorrow to hear from the School Department. Next week the Library, DPW, and Fire will present their budget and capital needs. IT also needs clarification from the Fincom team.

The meeting was adjourned at 9 pm.

Pete Murphy  
Secretary