

**Town of West Boylston  
Finance and CIB Committee  
Meeting of April 2, 2019**

A joint meeting of Fincom and CIB was convened at 7:05 pm in meeting room 120 at town hall. Attending were Paul Bohnson, Ray Bricault, Bill Fay, and Pete Murphy. Chris Berglund, Jaime Desanti, and James Marinelli were absent.

The minutes of meeting for March 20 were approved 4-0.

Representatives of the Library; Anna Shaw, Whitney Barnard, Janet Bricault, and Mary Ellen Cox were welcomed. The 2020 budget was reviewed:

- The proposed FY2020 budget increased 11.09%.
- The 2% COLA increased the salaries line.
- Utility expense increased due to roof heat tracing.
- The CWMars membership cost increased.
- Additional maintenance funds of \$10,000 have been requested for cleaning of carpets and chairs, and other many maintenance items.
- The cost of maintenance contracts increased.
- \$3,000 has been requested for conferences and memberships.
- The book budget has increased to meet the 16% state budget minimum, which is reduced by the flexibility waiver.

The Library is experiencing a parking problem because parking on one side of the street has been lost. With a 22% increase in attendance, parking is a problem. Also there are staffing problems because of medical leaves and a minimal overtime budget of \$3,000.

The Library building is aging (20+years) and repair costs are likely to increase.

The capital needs of the Library were discussed:

- The fireplace chimney mortar is crumbling. A CPC funding request has been made for the \$15,500 cost of repair. Ray Bricault moved to endorse CPC funding for this repair, second by Bill Fay, and the motion was approved 3-0-1.
- HVAC system – Vendors are recommending rebuild or replacement of the AC air handling system. There is no town expertise to confirm this need. Many HVAC items are likely to need repair over the coming years. Bill Fay moved to recommend a full study of the library heating and cooling systems for either upgrade or replacement, Paul Bohnson seconded, and the motion was approved 3-0-1.
- Rubber Roof – Inspection shows deterioration of the rubber roof and replacement is needed at a cost of \$129,000. This replacement can wait for an additional year and could be integrated with the HVAC project as a point of access. No action was taken pending the outcome of the HVAC study.

- IT Computers – Computers are a recurring expense and should be a budget item, a technology line item. A free cash appropriation for IT work is needed now to complete a Windows upgrade. Ray Bricault moved to endorse a free cash appropriation and the addition of a technology line item, seconded by Bill Fay, and the motion was approved 3-0-1.

Police Chief Minnich discussed the police department budget for FY2020:

- The budget is level funded.
- Salaries declined slightly due to changes in personnel and salary steps.
- Purchased services increased due to new building expenses now being fully identified. The new building is working well, some small cleanup items have been expensed from maintenance.
- FY 2021 is a vehicle gap year with no cruiser in the budget.
- The communications budget showed a small increase due to an additional dispatcher being added in anticipation of adding the Town of Paxton. It should go down slightly next year with the new town addition.

Fire Chief Tom Welsh discussed the fire department budget and capital needs:

- The FY 2020 proposed budget has increased by 13.47%.
- The new salary contractual increases are substantial (+\$33,000) and a new hire has been added (+\$52,000).
- Part time Saturday para-medics have also been added to the salary budget (+\$31,000) instead of adding another full time new hire. Some of these increases should be offset by an anticipated ambulance revenue increase of at least \$20,000 due to the new staffing.
- New tools are needed for the new fire truck and are not included in the truck purchase. Change in technology has made old truck equipment obsolete. Paul Bohnson moved to endorse the purchase of new rescue equipment for \$83,000, using available funds from the existing debt exclusion for the new fire truck, Bill Fay second, and the motion was approved 4-0.
- The Chief is recommending the purchase of a new truck, F-550 with 4WD, to use as a brush fire truck. It would be equipped with a skid containing a tank and hose reel at a total cost of \$88,000. No action was taken.

The meeting adjourned at 9:15 pm.

The next meeting of Fincom and CIB will be on Thursday, April 4.

Pete Murphy  
Secretary Fincom and CIB