

**Town of West Boylston
Finance/CIB Committee
Meeting of March 13, 2023**

A meeting of Fincom and CIB was convened at Town Hall at 6:03 pm . Attending Fincom and CIB members were Chris Berglund, Paul Bohanson, Ray Bricault, Mary Foley, and Pete Murphy. Bill Fay was absent.

Paul Bohanson moved, seconded by Mary Foley, to approve the minutes of February 27 for Fincom and CIB. All voted in favor, 4-0 for Fincom and 4-0 for CIB.

The meeting dates set by the Select Board to prepare for the May Town Meeting include: April 5 Select Board review of the Warrant articles, April 19 Fincom/CIB submission of Capital expenditure recommendations to the Select Board, and April 26 joint meeting with the Select Board. The May Town Meeting Warrant will be posted for the public on May 1, and the Town Meeting is May 15.

Ethics conflict training is required for all Fincom/CIB members every two years. A training date is being scheduled for those who need it this year. Signing an acknowledgment of the law is required every year. Each member will receive the required document to sign.

Anna Shaw, Library Director, attended the meeting to discuss the Library budgets:

- The Town Manager approved an FY24 operating budget with an increase of 3.69%. This includes an 8.83% increase in purchased services to cover the increasing building maintenance costs. The salary budget includes a 2.7% increase for a 2% COLA and step increases. Staffing is unchanged with six non-benefitted part time staff. Turnover of this staff continues as a problem.
- The book purchase budget is \$85,000, which is above the State minimum. eBooks through Libby are increasing in demand.
- Capital needs include:
 - HVAC system replacement - Both the boilers and the chillers are beyond their predicted lives. Quotes are being obtained for replacements to compare to the cost of the AWHeatPump. No expenditures are planned for FY24. The State Green Communities program is being revised, but no date is known to begin the new program.
 - ADA Ramp Compliance - ADA compliance is under review and a recommendation is expected soon.
 - Elevator rebuild is recommended and is planned for FY25 at about \$100,000.
 - Rubber Roof Replacement is recommended and is planned for FY25 at about \$100,000.

- Phone System - The phone systems town wide are under review by the Town Administrator.
- Air Handler - The problems have been intermittent and no inspection or repair estimate has been made.

Ray Bricault arrived at the meeting.

Police Chief Dennis Minnich and administrative assistant Chris Mazurka joined the meeting:

- FY23 salary expenses will exceed budget by \$50,000, due to required overtime to fill in for personnel out for medical and other reasons. The Chief plans to delay the purchase of a new cruiser until next year to cover this deficit.
- The Public Safety operating budget was presented with a 4% overall increase.
 - Purchased services increased 28.5% to cover new maintenance contracts, including the repair of the HVAC system, fire sprinklers, and the elevator leaks and inspection.
 - Salaries increased 3.46% to cover a 2% COLA and significant personnel changes. Two new officers will be hired and trained to replace departing officers, and other officers will be promoted. Staffing numbers will remain the same. The union contract is due to be renegotiated next fiscal year. No extraordinary demands are expected.
- Police capital expenses are only for cruisers, which are handled in the operating budget.

Fire Chief Mark Sadowski joined the meeting to discuss an FY23 operating budget overrun of about \$40,000 in ambulance supplies. A similar overrun occurred in FY22, but the budget was still level funded. Increasing demand (calls have doubled in two years) for the ambulance and significant price increases for consumables, caused the overrun. The Chief requested an appropriation from the Fincom Emergency reserve to Ambulance Purchased Supply of \$21,500. This transfer will be adequate until the May Town Meeting when more detail will be known and a final adjustment can be made. The FY24 operating budget will include a significant increase in this account to avoid another overrun. In addition, ambulance fees have been increased this month to be sure receipts will cover these increased costs in the future.

Pete Murphy moved and Mary Foley seconded a motion to transfer \$21,500 from the Emergency Fund to Ambulance Purchased Supplies. The motion was approved 5-0.

The expected emergency fund transfer for the Assessor's Office was not made at this meeting due to continue review of the cost.

The next meeting of Fincom and CIB is March 20 for budget reviews with Fire and the Senior Center.

Pete Murphy moved, Ray Bricault seconded, to adjourn the meeting. All voted in favor 5-0.

Meeting adjourned at 7:50 pm.

Pete Murphy
Secretary, Fincom and CIB