

**Town of West Boylston
Finance/CIB Committee
Meeting of December 19, 2022**

A meeting of Fincom and CIB was convened at 6:02 pm by Zoom. Ray Bricault read the required State Zoom meeting enabling statement. Attending Fincom and CIB members were Chris Berglund, Paul Bohanson, Ray Bricault, Mary Foley, and Pete Murphy. Bill Fay was absent. Jim Marinelli has submitted his resignation from Fincom and CIB. The Town Administrator, Jennifer Warren-Dyment, was in attendance.

Ray Bricault moved, seconded by Mary Foley to approve the minutes of October 17 for Fincom and CIB. All voted in favor in a roll call vote, 5-0 for Fincom and 5-0 for CIB.

Fincom and CIB members voiced their appreciation for the service to the committees and the town by both Jim Marinelli and Paul Redmond. Jim was also recognized for his long service and role as Vice Chair.

The Town Administrator informed Fincom that the budget transfers approved at the October town meeting were not voted for approval by Fincom. This was an oversight, but since the transfers are already approved by town meeting, no further action is required.

The Town Administrator informed Fincom that there are 3 active 40B housing proposals that are seeking an LIP (Local Initiative Program) endorsement agreement with the town. These discussions are consuming much of her time. She is hoping that an agreement can be reached. The town does not meet the 40B threshold under the 2010 census. The 2020 census numbers are not yet available, but the town is unlikely to meet the 40B threshold under these new numbers. Two projects are located on West Boylston Street and one on Malden street.

The School Board held a Capital planning meeting. Chris Berglund attended. Federal grants are now available for school building energy projects. The Major Edwards boiler replacement and heating system controls may be candidates for these grants, but the boiler replacement is needed soon and cannot wait through a long approval process. The boiler project cost has also increased from \$195,000 last year to \$255,000 plus \$40,000 for engineering. This project may have to be financed from town capital funds. Green communities is another possible source of funds, but no applications will be taken until spring, and the rules may change to prohibit fossil fuel projects.

Capital planning was discussed. The Town Administrator has prepared new planning forms for the town departments to complete. The data to be included was discussed, including the edits incorporated to address Ray Bricault's suggestions. Fincom and CIB discussed the overall capital planning process, including the Capital Spreadsheet, and how to incorporate the Capital projects anticipated by the Town Administrator. Moving forward during this Budget process, Department Heads will be as diligent as possible to address ALL capital projects, including soft

costs, software and feasibility studies, to assist in gaining a full understanding of all Capital needs in the Town.

Department presentations leading up to May Town Meeting were discussed. These presentation dates may be extended as bids are gathered and administrative needs are addressed by departments.

The Town Administrator suggested that she would like to move towards the Town having a GFOA (Government Finance Officer's Association) approved budget. She stated that, based upon timing, she did not move forward with a grant application towards this goal this grant cycle. She further stated that one of the items that she decided to change was the capital forms and that she modeled them after the Town of Northborough who has had a GFOA award-winning budget for a number of years. She stated that her desire was to move towards a GFOA budget incrementally in absence of grant funding and this was one step in the process.

The Town Administrator discussed the recently completed ADA Disabilities Transition Plan. Fincom agreed to devote a January meeting to the review that plan and incorporate capital needs into the Capital Plan.

Next meeting dates were set for January 23rd and January 30, 2023 at 6:00 p.m.. The Chair will circulate invitations as well as anticipated agendas.

The meeting adjourned at 7:14 pm as moved by Ray Bricault and seconded by Mary Foley.

Pete Murphy
Secretary, Fincom and CIB