

**Town of West Boylston
Finance and CIB Committee
Meeting of January 2, 2018**

A meeting of Fincom and CIB was convened at 7:00 pm in meeting room 120 at town hall. Attending were Chris Berglund, , Ray Bricault, Paul Bohanson, Pat Bryant, Jaime Desanti, Bill Fay, Pavel Loven, James Marinelli, and Pete Murphy. There were no absences.

The minutes of meeting for October 16, 2017 were approved 6-0-1.

Attending from the Zoning Board of Appeal (ZBA) was David Femia. The fees earned by the ZBA so far this fiscal year have been inadequate to meet expenses, and the revolving fund is in a deficit of \$351. The ZBA expects additional fee payments, but funds are required now in order to continue to pay the secretary for the ZBA and resolve the deficit. The ZBA also plans to request the Selectmen approve a \$50 increase in fee pricing. After discussion, Fincom agreed that this situation was unanticipated and qualified for Reserve funding. Chris Berglund moved to approve a \$1000 transfer from the Fincom Reserve Fund to the ZBA salaries and wages budget line. Bill Fay seconded and the motion was approved 9-0.

The Town Administrator reported to Fincom that a Fiscal 2019 COLA of 2% is planned for non-union employees of the town. Fincom discussed whether any comment should be made about this decision. Data presented showed that other towns are making similar COLA adjustments. The discussion concluded that Fincom does not have the right skills to evaluate this decision, and it will be reviewed by the Personnel Committee. Ray Bricault will thank the Town Administrator for keeping Fincom informed but offer no comment.

There will be a Town Planning Form at Town Hall Room 120 on January 22 at 7pm.

The meeting with the Light Plant Director will be in March.

The ABM audit was discussed. ABM has reported that the contract "savings" has been achieved. The savings is based on a baseline oil price that is in dispute. The price of oil declined significantly from the baseline period to the operating period used for the evaluation. The performance contract is believed to be based only on therms of energy saved and not on cost. Using therms it is likely that the savings have been met. ABM could be asked to reissue the report using therms only. The Town could also hire an independent engineer to evaluate the report, although this is not likely to find a problem based on therms alone. ABM did identify some system performance corrections that need to be made. Ray Bricault will discuss the situation with the Selectmen to see if they plan any further action.

The Police Station is complete and operating. The Senior Center Owner's Project Manager from Cardinal Construction has resigned. A replacement is needed. They project remains on budget and the design work is complete. The RFP should be issued soon.

The School Department informed Fincom of year end unbudgeted capital expenditures, as requested. More than \$200,000 was spent on capital items, including vehicles, that did not go through the CIB capital expense approval process. In addition, the budget line item sources of the funds have not been identified. Ray Bricault will discuss this situation with the Town Administrator to determine what, if any, action will be taken.

The DPW capital plan needs to be generated. The DPW subcommittee, Jamie Desantis, Bill Fay and Pete Murphy, will meet with the Director to initiate the process.

The next meeting is Tuesday, February 13 at Town Hall at 7 pm.

Pete Murphy
Secretary
Fincom & CIB