

**Town of West Boylston
Finance and CIB Committees
Meeting of May 7, 2015**

A joint meeting of Fincom and the CIB (Capital Investment Board) was convened at 7 pm at town hall. Attending were Chris Berglund, Ray Bricault, Pat Bryant, Pat Crowley, Bill Fay, Pavel Loven, Jim Marinelli, and Pete Murphy. Absent were Dave Eckhardt and Aaron Goodale.

The meeting minutes of 28 April 2015 were approved by a vote of 7-0.

A request was made by the Acting Town Administrator Nancy Lucier for Fincom to approve a reserve fund expenditure for the inspection of the Bethlehem Bible Church building. This building is now under a purchase and sale agreement with the town. This is an unexpected expense and is therefore eligible as a reserve fund expense. Chris Berglund moved to approve, second by Pat Bryant, and approved by a vote of 7-0.

An explanation was requested by Fincom from the town Finance Director for the structure of the FY16 Sewer Enterprise budget. In discussion with the acting Town Administrator about the budget, the only revenue source considered stable for budgeting purposes are the sewer fees. The other small revenue streams are ignored in the budgeting process and, therefore, the budget shows a substantial withdrawal (\$108,500) from retained earnings. During the year, this withdrawal from retained earnings is expected to be replenished by miscellaneous income in that same period. The acting Town Administrator will follow up with the Finance Department to confirm this explanation.

The capital budget and forecast was discussed:

- Replacement window quotations are in process for the Public Service building (\$30,000). The accompanying asbestos removal (\$40,000) is a separate warrant article. Pat Crowley moved to table this item until the window quotes are received, Bill Fay seconded, the vote to approve was 8-0.
- A new tanker truck was added to the Fire capital budget for FY17. The truck (\$350,000) is expected to be purchased with 95% grant money, leaving a cost to the town of \$18,000.
- The Fire Chief is in the process of preparing a fire truck replacement plan.
- The DPW request for replacement fueling equipment was discussed. The fuel tracking system is deficient and needs to be replaced. There is conflicting information about the pumps and tanks. No information has been received justifying these replacements. Chris Berglund moved to table this request until more information is received, Bill Fay seconded, the vote to approve was 8-0.

The town meeting draft warrant was discussed:

- Article 1 - Town Officer Reports – Voted at a prior meeting. Fincom will make no report, CIB will make a brief report.
- Article 2 – Authorization to Borrow – Moved for Fincom to endorse Chris Berglund, second Ray Bricault, approved by a vote of 8-0.
- Article 3 – Department Revolving Funds – Moved for Fincom to endorse all except the proposed ESCO fund, by Pat Crowley, second Chris Berglund, approved by a vote of 8-0. The need for the ESCO fund is not clear. More information will be requested. Moved for Fincom to table by Ray Bricault, second Pavel Loven, vote to approve 8-0.
- Article 4 – Authorization to Spend State Highway Funds – Moved for Fincom to endorse by Pat Crowley, second Bill Fay, approved by a vote of 8-0.
- Article 5 – Authorization to Amend Personnel Bylaw – Not a financial matter, therefore no opinion. Moved for Fincom to take no opinion by Pat Crowley, second Bill Fay, approved by a vote of 8-0.
- Article 6 – Authorization to set Salaries – No financial impact except the Town Clerk, which is set in the bylaw, therefore no opinion. Moved for Fincom to take no opinion by Pat Crowley, second Bill Fay, approved by a vote of 8-0.
- Article 7 – Authorization to Transfer FY15 Funds – Moved for Fincom to endorse by Pat Crowley, second Bill Fay, approved by a vote of 8-0.
- Article 8 – Authorization to pay previous year Bills – Moved for Fincom to endorse by Bill Fay, second Jim Marinelli, approved by a vote of 8-0.
- Article 9 – Authorization to appropriate money to Sewer Enterprise – Moved for Fincom to endorse by Bill Fay, second Ray Bricault, approved by a vote of 8-0.
- Article 10 – FY16 Budget – Moved for Fincom and CIB to endorse by Pat Crowley, second Bill Fay, approved by a vote of 8-0 for Fincom and 6-0 for CIB.
- Article 11 – Authorization to appropriate CPC Revenue – Moved for Fincom to endorse by Pat Crowley, second Bill Fay, approved by a vote of 8-0.
- Article 12 – Appropriate Capital Funds – Moved for Fincom and CIB to pass over due to open items requiring more information by Ray Bricault, second Chris Berglund, approved by a vote of 8-0 for Fincom and 6-0 for CIB.
- Article 13 – Appropriate Elderly Service Funds – Moved for Fincom to endorse by Pat Crowley, second Bill Fay, approved by a vote of 8-0.
- Article 14 – Appropriate Funds for Parks – Moved for Fincom to endorse by Ray Bricault, second Bill Fay, approved by a vote of 8-0.
- Article 15 – Appropriate Funds for Asbestos Remediation – Moved for Fincom and CIB to endorse by Pat Crowley, second Bill Fay, approved by a vote of 8-0 for Fincom and 6-0 for CIB.
- Article 16 – Appropriate Funds for Town Hall IT Room HVAC Improvement – Moved for Fincom to endorse by Pat Crowley, second Bill Fay, approved by a vote of 8-0.
- Article 17 – Authorization to Transfer Cemetery Funds – Moved for Fincom to endorse by Pat Crowley, second Bill Fay, approved by a vote of 8-0.

- Article 18 – Authorization to Hire a Consultant for DPW Review – Both the need and objectives of this proposal were questioned. More information is needed. Moved for Fincom to table by Ray Bricault, second Chris Berglund, approved by a vote of 8-0.
- Article 19 – Appropriate Funds for FY15 Snow and Ice Deficit – The deficit is expected to be \$335,000; \$200,000 will be covered by FY15 budget transfer. Moved for Fincom to endorse for no more than \$150,000 by Pat Crowley, second Ray Bricault, approved by a vote of 8-0.
- Article 20 – Authorization to Amend License Bylaw – Not a financial matter, therefore no opinion. Moved for Fincom to take no opinion by Pat Crowley, second Ray Bricault, approved by a vote of 8-0.
- Article 21 – Authorization to Amend Civil Bylaw – Not a financial matter, therefore no opinion. Moved for Fincom to take no opinion by Pat Crowley, second Chris Berglund, approved by a vote of 8-0.
- Article 22 – Authorization to Appropriate Funds to Stabilization – Moved for Fincom and CIB to endorse by Pat Crowley, second Bill Fay, approved by a vote of 8-0 for Fincom and 6-0 for CIB.
- Article 23 – Authorization to Appropriate Funds to Capital Investment – Moved for Fincom and CIB to endorse by Pat Crowley, second Bill Fay, approved by a vote of 8-0 for Fincom and 6-0 for CIB.

The meeting was adjourned at 8:45 pm. The next meeting on Tuesday, May 12, will be to review the remaining open warrant articles and the content of the CIB article.

Pete Murphy
Secretary