

**Town of West Boylston
Finance Committee
Meeting of April 9, 2014**

A joint meeting of the West Boylston Finance Committee (Fincom) and Capital Investment Board (CIB) convened at 7:04 pm by the Chair in the Selectman's meeting room at town hall. Those attending were Ray Bricault, Chris Berglund, Pat Crowley, Dave Eckhardt, Aaron Goodale, Bill Fay, Jim Marinelli, and Pete Murphy. The town manager and the library director were in attendance.

- Minutes of meeting for April 1, 2014 were distributed. A motion to approve was made by Ray Bricault. The motion was approved 4-0.
- Mass Municipal Association list serve is available. Ray Bricault will get on the list to monitor information that may benefit the town.
- The Fy2015 Town Budget was reviewed with the town manager:
 - The DPW truck purchase questions were not discussed because the town manager was not prepared with the detailed information. It will be discussed at a later meeting.
 - The police cruiser capital is still in the budget, even though no purchase is planned. The funds will be needed for a replacement finger print machine and for repairs to the existing cruisers. Therefore level funding has been maintained.
 - The town manager distributed the revenue budget. The tax forecast is reliable, local receipts are level with last year, and state aid is based on the current resolution. This means the forecast revenue of \$24,834,000 is a base case with little chance of lower receipts. There is some chance state aid could go up, based on action by the legislature.
 - The town manager discussed the expense budget:
 - All town non-union employees are receiving a 2% salary increase. This will give them an increase similar to the scheduled union increases.
 - Audit needs are reduced this year yielding a savings.
 - Mike Daley of FAA will retire. These financial services have gone out to bid. The bids have been received but not evaluated. There is allowance for a small increase in cost.

- Town Counsel services have gone out to bid. These bids are in but not evaluated.
 - The town hall operating expense has been reduced to eliminate rent. Salaries have increased 50% to reflect higher anticipated cleaning cost. The budgeted expense is the same as the FISP committee expense forecast of \$82,000.
 - Police other expenses increased for a one-time purchase of new uniforms.
 - Ambulance has been eliminated as a budget line item. It is an unnecessary breakout.
 - DPW highway salaries have been increased to add one new employee to work on the parks. This is a restoration of a position that was eliminated in a prior year.
 - Cemetery has an additional \$15,000 for purchased services. In prior years funds for these costs were from interest earned in a revolving account. These interest funds are exhausted. The Treasurer was requested to explore whether cemetery funds could be invested through the state to earn a better return.
 - Council on Aging rental cost has increased \$35,000. This is based on a two year lease for a larger rental space at the current location.
 - Library hours for existing employees have been increased. The position of Assistant Director has been restored. The increase is \$25,000.
 - Debt service payment increased \$80,000. This is due to the borrowing for town hall.
 - Retirement costs are up due to actuarial adjustments by the Worcester County Pension Board. This is the third and last year of adjustment.
 - Health insurance is up by only 3%.
 - General insurance increased due to the new town hall and some claims.
- The town manager discussed potential warrant articles: Nothing has been prepared but the format will follow past practice. Requests include budget adjustments, prior fiscal year expenses, elderly community services, CPC parks proposal, financial software, library boiler repair, Borrego pilot agreement, and unemployment trust

fund. Stabilization and capital fund additions will be included as articles, but no funds are expected to be added.

- A question was raised about closing the CPC project on the Mason's stained glass window. Will this require an action at town meeting. The town manager will investigate.
- Louise Howland, the library director, reported on the library:
 - The library will now open 41 hours a week under the Fy2015. This is the first time since 1981.
 - The carpet replacement project is now scheduled for Fy2016. This is a delay. The carpet condition remains about the same and replacement can safely be postponed. The library is investigating using carpet squares instead of rolled carpet to reduce the cost. The library director was asked for an update on pricing for the budget.
 - The large window in the library stairway will require replacement in 2 to 3 years due to improper installation during the 1998 renovation. Water leakage has also damaged the wall and sill below the window. The expected cost is \$54,000. The window is not protected by any historical restrictions, raising the possibility of using a standard commercial window to reduce the cost. The library director was asked to investigate alternatives to an in-kind custom window replacement.
 - Sidewalk deterioration was discussed. The problem is a result of past tree growth, the lack of curbs, and the lack of parking at the library. The library director was asked to propose a plan for sidewalk repair or replacement.
 - The leaking boiler has experienced pressure part failure and will require replacement of the entire heat exchanger at a cost of \$14,436. Some library maintenance money will be used, but a warrant article will be proposed at town meeting for \$8000 of the cost. Questions were asked about the second boiler, but the condition of this boiler is unknown. There was some discussion of delaying the repair to make it part of the Energy Assessment project now in bidding, however, the conclusion was that boiler replacement justified by energy savings would be very unlikely and the repair should proceed.

- Elevator failure occurred this week from a motor fire. The elevator has already been repaired using library maintenance funds. No additional funding is needed.
- The library director discussed the need for a town department for maintenance work and preparing RFPs. As a library director, she does not have the technical skills to be managing building and equipment maintenance and replacement. The town manager offered that some town wide approach is being considered.

The motion to adjourn was made by Ray Bricault and approved at 9:30 pm. The next meeting is Monday, April 14. The schools and IT directors will attend.