

# Boylston Finance Committee Meeting

12-4-2023

Present: Howard, Eric, Dave, Karen, Stephanie, Greg

Absent: None

Howard called meeting to order at 7:04PM

- Public Comments. None
- Reviewed minutes from 10-5-23 meeting. Motion to approve by Dave, 2<sup>nd</sup> Eric. Motion unanimous.
- PTO accrual policy and system needs to be in place before electronic time keeping can be tested. Dave continues to assist in getting implemented.
- Salary Survey shows 8 positions currently below grade, two of which are contract issues. Total impact to budget to bring all 8 to midpoint is \$56k. The two contract issues account for most of the disparity.
- Police Chief is requesting a Lieutenant. Howard suggested that Chief should put together job description.
- According to school committee meeting Karen attended the SRO is not in school for law enforcement, but as liaison to school district. Karen to request school committee to write a job description for the SRO to clarify responsibilities.
- Karen to request Cap Ex projects from school be ranked in order of need and provide multiple quotes to support each proposed budget item.
- Highly recommend adding ½ time maintenance facilities position to BES who could address many of the maintenance issues that are being considered for outsource.
- Reviewed Financial Reserves Policy as proposed by Fiscal Policy Review Committee. Howard to bring comments back to Committee.
- In 2024 we could have taxed up to \$18.99M before requiring prop 2-1/2 override. We were under levy limit by \$1.3M.
- Currently have \$1.4M in stabilization fund. This would put us above recommended level in proposed Financial Reserves Policy.
- Karen will forward current budget spreadsheet to Howard.
- Howard will send April request to reach out to departments and ask them if they want to meet with FinCom to review their budget along with budget request. Request budget book to be returned to FinCom no later than Jan 26<sup>th</sup>.
- Howard to ask April to reach out to town council to ask if FinCom can put a budget explanation in with town warrant.
- Motion to adjourn meeting at 8:26PM made by Karen, 2<sup>nd</sup> Greg. Motion unanimous.