



BOARD OF SELECTMEN AND FINANCE COMMITTEE

Meeting Agenda

June 13, 2016, 7:30 PM

Boxborough Town Hall

Grange Meeting Room

1. CALL TO ORDER

2. BUSINESS TO BE DISCUSSED

- a. Review and accept minutes from March 22, 2016 joint meeting VOTE
BoS:
FC:
- b. Appointment of Steven Ballard to the Boxborough Affordable Housing Trust
Move to appoint Steven Ballard to the Boxborough Affordable Housing Trust for a two year term commencing on July 1, 2016 and ending on June 30, 2018 VOTE (BoS):
- c. Capital planning process
- d. Debt schedule and future capacity
- e. Public safety facilities
- f. DPW facilities
- g. Reserve Fund and Interdepartmental Transfer Requests
- i. Police – OT
Move to approve the request to transfer \$47,395 from the Reserve Fund to Police Overtime (001-210-5134-0000) VOTE
BoS:
FC:
- ii. Collector Salary to Police Other Expenses
Move to approve the transfer of \$5,000 from the Collector's Salary (001-146-5112-0000) to Police Expenses – Other (001-210-5599-0000) VOTE
BoS:
FC:
- iii. Fire Salary - Per Diem Firefighter to Dispatch Salary – Part-time
Move to approve the transfer of \$7,500 from Fire Salary - Per Diem Firefighter (001-220-5116-0000) to Dispatch Salary – Part-time (001-215-5116-0000) VOTE
BoS:
FC:
- iv. Snow and Ice Street Maintenance Supply
Move to approve the transfer of \$3,245 from the Reserve Fund to Snow and Ice Street Maintenance Supply (001-423-5531-0000) VOTE
BoS:
FC:
- v. Snow and Ice Overtime to Snow and Ice Street Maintenance Supply
Move to approve the transfer of \$5,000 from Snow and Ice Overtime (001-423-5134-0000) to Snow and Ice Maintenance Supply (001-423-5531-0000) VOTE
BoS:
FC:

vi. Recreation Commission

Move to approve the request to transfer \$5,000 from the Reserve Fund: \$1,500 to RecComm – Equipment Replacement (001-630-5870-0000) and \$3,500 to RecComm - Building/Grounds Maintenance Supplies (001-630-5441-0000)

VOTE (FC):

vii. Employee Benefits – Health Insurance, Life Insurance and Medicare

Move to approve the request to transfer \$39,000 from the Reserve Fund as follows: \$30,000 to Employee Benefits – Health Ins. (001-915-5170-HLTH); \$1,000 to Employee Benefits – Life Ins (001-915-5170-LIFE); \$8,000 to Employee Benefits – Medicare (001-915-5171-MEDC)

**VOTE
BoS:
FC:**

3. ADJOURN



BOARD OF SELECTMEN AND FINANCE COMMITTEE
Meeting Minutes
March 22, 2016

Approved By -
BoS: _____
FinCom: _____

PRESENT: Selectmen (BoS): Vincent Amoroso, Chair; Les Fox, Member; Jim Gorman, Member; and Robert Stemple
Finance Committee (FinCom): Dilip Subramanyam, Chair; John Rosamond, Clerk; Steve Ballard, Member (7:20PM); and Gary Kushner, Member

ABSENT: Selectmen Bak, FinCom members: Burke, Hesler and Kail

ALSO PRESENT: Selina Shaw, Town Administrator; Jennifer Barrett, Town Accountant, and Cheryl Mahoney, Department Assistant

Selectmen Chair Amoroso and FinCom Chair Subramanyam called their respective boards to order at 7:11PM in the Sargent Memorial Library and then asked for a moment of silence in recognition of the Brussels attack.

The documents discussed herein have been included with the file copy of the agenda packet for the above referenced date and are hereby incorporated by reference.

- BoS Chair Amoroso opened discussion of Annual Town Meeting, Warrant articles and BoS draft recommendations were reviewed; proposed funding for some was discussed and some votes were taken.
 - There was discussion on the article for the CPC Report & to Establish FY 17 Reserves. There was a discussion as to the available funds; the current state reimbursement rate and how CPA fund “buckets” allocations.
 - There was discussion on Consent Agenda Item - Conservation Trust Fund. FinCom does not support this article. Though this has been a standing capital article, CPA funds can now be used for this exact purpose. It was noted, that the Conservation Commission elected not to apply for CPA funds for this. There is currently a \$20,000 balance in the Conservation Trust Fund. There was discussion about “pulling” from the Consent Agenda. The Selectmen previously voted to unanimously approve this article and they were not inclined to change their vote.
 - TA Shaw asked that the Community Services Coordinator (CSC) – health insurance article #27 be removed. The CSC has applied for a grant that would allow us to increase her hours that she is available. If this grant were awarded, this employee could then be eligible for health insurance however, there are other means of disclosing this and to provide transparency, such providing a footnote on the CSC - # 529 budget report explaining this possibility.
 - Discussion was opened on #25 - Information Technology Hardware Upgrades and the list as to proposed upgrades and detailing the requisite equipment and “man-hours.” TA Shaw advised that the Town has applied for a grant that will cover much of this; however they will not announce the awards until late spring, likely after Town Meeting. There was discussion as to the accounting that would occur if the award were received. There was discussion as to the “man-hours” allocated for certain functions within the proposal. The understanding is that the quoted hours are portioned out over the whole project. There was discussion about the BPD “ruggedized” tablet item. Chief Ryder will be contacted about this item and the specifications he requested. There was discussion about the cycling out of 2009/2010 desktop units. Though not in the capital plan, a phased-in approach is being taken allowing the Town to keep the technology current while avoiding the need for another wholesale, system-wide upgrade.
 - The Town Hall Front (Middle Road) Walkway & Signage article was reviewed. There was discussion as to why CPA funds were not being sought. This work was part of the initial CPA “Town Hall Step” project, however it was recently determined that that quotes previously obtained underestimated the cost and so it is no longer feasible to include the Walkway & Signage improvements. Delaying this work would push back completion of these frontage improvements until next year.
 - FinCom is in favor of the overall objective of Article #30 Access Control System – Town Hall, Police & Fire, however, they noted that this article was not in the Town’s capital plan. FinCom suggested that this project could occur in phases, starting with the Police Station. It was confirmed that this equipment could be transferred to new locations/facilities. There was

discussion on the need for this improvement at the respective locations, the infrastructure needs and estimated cost per facility.

- On Police Dept. – Bldg. Repairs & Maintenance article the FinCom spoke to those items, in this article, they are not supporting or are recommending only partial funding. BoS Chair Amoroso moved to reopen this Article and approve \$62,000 along with the evidence room renovation costs - amount TBD. Seconded by BoS Member Stemple. **Approved 4-0.**
 - On Police Dept. – Equipment article the FinCom spoke to those items, in this article, they are not supporting or are recommending only partial funding.
 - The Animal Control (Dogs & Cats) “ACO” Pick-up Truck article was taken up. There was discussion about current practice, mileage reimbursement for vehicle usage; insurance and vehicle registration implications; FY 17 Intermunicipal Agreement for ACO service with Littleton & Stow; concerns as how to the dollar amount was arrived at and what input the ACO has had on this appropriation. The BoS deferred voting any recommendation until Member Bak is available to provide input.
 - There was discussion on the DPW – Road Paving article. It noted that FinCom has voted to recommend \$300,000, the amount approved last year. There was discussion as to why the additional \$100,000 could be beneficial. Some of the upcoming paving projects and related work (i.e. portions of Hill Rd.) were reviewed. There was discussion as to having a prioritized list of these proposed projects.
 - BoS Member Gorman opened the discussion on the DPW – VHF Radios & Related Equip. article, providing an overview as to why this acquisition is necessary. The current system no longer manufactured; parts are becoming difficult to find; this operating band is unlicensed by the FCC; DPW cannot communicate with first responders in the field, only through Dispatch. Some of the equipment that was retired with this upgrade will be re-purposed for DPW usage. FinCom noted that this project is not in the current capital plan. It was confirmed, however, this was originally part of the Public Safety Communications project that is nearing completion and was included in the capital plan when the original project was proposed. Having reliable, consistent communication during emergency situations is imperative.
 - There was discussion on the Public Safety Building – Additional Site & Building Data article. There was a review of the work outlined in the article and the work and those related costs, conducted so far. FinCom addressed some of their ongoing concerns such as the stagnant projected cost per square foot; need for comparative data on contemporary public safety projects and the lack of “graded viable building options” aka specific project scenarios (i.e. low, mid-range & high) being presented for consideration. FinCom perspective is that we should take some time and use the data/analyses compiled to date to the information voters should be provided going forward. As presented Town Meeting is being asked to vote up or down on the additional study costs, nothing else. BoS Member Gorman noted that he and the others on the Public Safety Study Group are trying to deal with numerous permutations and potential issues making the presentation of specific scenarios, at this time, impractical and imprudent. This uncertainty also impact the projected per square foot cost. That is why the Study Group is looking to conduct additional studies/analysis. Gorman expanded on some of the elements of the proposed additional work. There was discussion of concerns and options regarding potential alternate sites. The consultant will be providing drawings for the Town Meeting presentation. The 2014 Study Article was reviewed. There was a consensus that the first four studies/analysis could be supported, however there are concerns as to the final - additional engineering/design work. Though there still disparity; these concerns have now been distilled down and the core issues identified.
 - There was no discussion as to the Zoning Bylaw Amendment Articles or the General Bylaw Amendments.
 - BoS Chair Amoroso spoke to the purpose behind establishing a Town Meeting Reconsideration Bylaw. As a general practice, this action has been approved at the opening of our town meetings the past several years. This may be the time to make this permanent as a Bylaw. There was a general discussion as to the pros and cons of this proposed bylaw.
- Discussion was closed as to Town Meeting articles.

- There was no need for additional discussion of the FY 17 budget, beyond what was already discussed.
- The Selectmen determined that they would hold a meeting on Tuesday, March 29th.

ADJOURN

- The meeting was adjourned at 9:50 PM.

**Debt Schedule
Town of Boxborough**

Date of Issue	Purpose	Interest Rate	Term of Borrowing	Type of Payment	Remaining Debt	Year Retired	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	Total 2027-2030	
07/01/97	School Building (exempt) (Refunding 07/01/05)	3.92%	12 years	Principal Interest	675,000 26,900	2018	340,000 20,200	335,000 6,700										
07/01/05	Sewage Disposal - School (exempt)	3.92%	20 years	Principal Interest	300,000 62,209	2026	30,000 11,678	30,000 10,478	30,000 9,278	30,000 8,078	30,000 6,878	30,000 5,663	30,000 4,429	30,000 3,180	30,000 1,913	30,000 638		
07/01/05	Water - School (exempt)	3.92%	20 years	Principal Interest	420,000 84,545	2026	45,000 16,270	45,000 14,470	45,000 12,670	45,000 10,870	40,000 9,170	40,000 7,550	40,000 5,905	40,000 4,240	40,000 2,550	40,000 850		
07/01/05	Land Acquisition - Conservation (exempt)	3.92%	16 years	Principal Interest	180,000 21,765	2022	30,000 6,630	30,000 5,430	30,000 4,230	30,000 3,030	30,000 1,830	30,000 615						
07/01/05	Affordable Housing (exempt)	3.92%	18 years	Principal Interest	40,000 6,543	2024	5,000 1,521	5,000 1,321	5,000 1,121	5,000 921	5,000 721	5,000 519	5,000 313	5,000 105				
07/01/05	Library (exempt)	3.92%	18 years	Principal Interest	885,000 144,049	2024	115,000 33,568	110,000 29,068	110,000 24,668	110,000 20,268	110,000 15,868	110,000 11,413	110,000 6,889	110,000 2,310				
07/01/05	Recreational Facility	3.92%	11 years	Principal Interest	35,000 700	2017	35,000 700											
04/15/10	Departmental Equipment (For breakdown see next page)	2.48%	10 years	Principal Interest	490,000 35,050	2020	125,000 13,763	125,000 10,638	125,000 7,200	115,000 3,450								
02/15/15	Departmental Equipment (For breakdown see next page)	1.60%	15 years	Principal Interest	1,765,000 254,169	2030	230,000 51,519	215,000 44,619	210,000 38,169	190,000 31,869	180,000 26,169	180,000 20,769	150,000 15,369	145,000 10,869	115,000 6,519	35,000 3,069	115,000 5,231	
TOTAL ALL DEBT				Principal Interest Total	4,790,000 635,930 5,425,930		955,000 155,848 1,110,848	895,000 122,723 1,017,723	555,000 97,335 652,335	525,000 78,485 603,485	395,000 60,635 455,635	395,000 46,528 441,528	335,000 32,905 367,905	330,000 20,704 350,704	185,000 10,982 195,982	105,000 4,557 109,557	115,000 5,231 120,231	
Total Exempt Debt				Principal Interest Total	2,500,000 346,011 2,846,011		565,000 89,867 654,867	555,000 67,467 622,467	220,000 51,967 271,967	220,000 43,167 263,167	215,000 34,467 249,467	215,000 25,759 240,759	185,000 17,536 202,536	185,000 9,835 194,835	70,000 4,463 74,463	70,000 1,488 71,488	0 0 0	
Total Non-exempt Debt				Principal Interest Total	2,290,000 289,919 2,579,919		390,000 65,982 455,982	340,000 55,257 395,257	335,000 45,369 380,369	305,000 35,319 340,319	180,000 26,169 206,169	180,000 20,769 200,769	150,000 15,369 165,369	145,000 10,869 155,869	115,000 6,519 121,519	35,000 3,069 38,069	115,000 5,231 120,231	

School Reimbursement 97 - 08 374,472
 School Reimbursement 09 - 15 284,092
 School Reimbursement 16 - 18 284,091

Debt Schedule Town of Boxborough

Date of Issue	Purpose	Interest Rate	Term of Borrowing	Type of Payment	Remaining Debt	Year Retired	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	Total	
							2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027-2030	
04/15/10	FD Tanker	2.48%	10 years	Principal Interest	160,000 11,600	2020	40,000	40,000	40,000	40,000							160,000	
04/15/10	FD Pumper Truck	2.48%	10 years	Principal Interest	200,000 14,500	2020	50,000	50,000	50,000	50,000								200,000
04/15/10	Hose Wagon	2.48%	9 years	Principal Interest	30,000 1,700	2019	10,000	10,000	10,000	10,000								30,000
04/15/10	DPW Bucket Truck	2.48%	10 years	Principal Interest	48,000 3,480	2020	12,000	12,000	12,000	12,000								48,000
04/15/10	DPW Dump Truck	2.48%	10 years	Principal Interest	52,000 3,770	2020	13,000	13,000	13,000	13,000								52,000
04/15/10	Departmental Equipment 2010 Issuance	2.48%	10 years	Principal Interest	490,000 35,050	2020	125,000	125,000	125,000	125,000								490,000
							13,763	10,638	7,200	3,450								35,050

Debt Schedule Town of Boxborough

Date of Issue	Purpose	Interest Rate	Term of Borrowing	Type of Payment	Remaining Debt	Year Retired	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027-2030	Total
05/17/12	DPW Generator	1.60%	14 years	Principal Interest	46,000 7,699	2029	4,000 1,264	4,000 1,144	4,000 1,024	4,000 904	4,000 784	4,000 664	4,000 544	3,000 424	3,000 334	3,000 244	9,000 371	
05/17/12	DPW Mower	1.60%	9 years	Principal Interest	40,000 5,400	2024	5,000 1,200	5,000 1,050	5,000 900	5,000 750	5,000 600	5,000 450	5,000 300	5,000 150				
05/17/12	School Roof	1.60%	15 years	Principal Interest	165,000 28,263	2030	15,000 4,488	15,000 4,038	15,000 3,588	15,000 3,138	15,000 2,688	10,000 2,238	10,000 1,938	10,000 1,638	10,000 1,338	10,000 1,038	40,000 2,138	
05/13/13	Town Hall Windows	1.60%	5 years	Principal Interest	20,000 1,500	2020	5,000 600	5,000 450	5,000 300	5,000 150								
05/13/13	Emergency Vehicle	1.60%	4 years	Principal Interest	30,000 1,800	2019	10,000 900	10,000 600	10,000 300									
05/13/13	Ambulance	1.60%	7 years	Principal Interest	185,000 19,050	2022	35,000 5,550	30,000 4,500	30,000 3,600	30,000 2,700	30,000 1,800	30,000 900						
05/13/13	DPW Mower 2	1.60%	9 years	Principal Interest	85,000 10,950	2024	15,000 2,550	10,000 2,100	10,000 1,800	10,000 1,500	10,000 1,200	10,000 900	10,000 600	10,000 300				
05/13/13	DPW Dumpster	1.60%	4 years	Principal Interest	15,000 900	2019	5,000 450	5,000 300	5,000 150									
05/13/13	Police HVAC	1.60%	5 years	Principal Interest	20,000 1,500	2020	5,000 600	5,000 450	5,000 300	5,000 150								
05/13/13	School Windows	1.60%	14 years	Principal Interest	84,000 15,164	2029	6,000 2,249	6,000 2,069	6,000 1,889	6,000 1,709	6,000 1,529	6,000 1,349	6,000 1,169	7,000 989	7,000 779	7,000 569	21,000 866	
05/13/13	School Security	1.60%	7 years	Principal Interest	35,000 4,200	2023	5,000 1,050	5,000 900	5,000 750	5,000 600	5,000 450	5,000 300	5,000 150					
05/12/14	Paving	1.60%	10 years	Principal Interest	185,000 27,150	2025	25,000 5,550	20,000 4,800	20,000 4,200	20,000 3,600	20,000 3,000	20,000 2,400	20,000 1,800	20,000 1,200	20,000 600			
05/12/14	Fire Dept - Air Packs	1.60%	14 years	Principal Interest	210,000 35,194	2029	20,000 5,719	20,000 5,119	20,000 4,519	15,000 3,919	15,000 3,469	15,000 3,019	15,000 2,569	15,000 2,119	15,000 1,669	15,000 1,219	45,000 1,856	
05/12/14	Communications System	1.60%	10 years	Principal Interest	380,000 58,500	2030	40,000 11,400	40,000 10,200	40,000 9,000	40,000 7,800	40,000 6,600	45,000 5,400	45,000 4,050	45,000 2,700	45,000 1,350			
05/12/14	Fire Dept - Brush Truck	1.60%	10 years	Principal Interest	135,000 20,250	2025	15,000 4,050	15,000 3,600	15,000 3,150	15,000 2,700	15,000 2,250	15,000 1,800	15,000 1,350	15,000 900	15,000 450			
05/12/14	DPW - Dump Truck	1.60%	9 years	Principal Interest	130,000 16,650	2024	20,000 3,900	20,000 3,300	15,000 2,700	15,000 2,250	15,000 1,800	15,000 1,350	15,000 900	15,000 450				
02/15/15	Departmental Equipment - 2015 Issuance	1.60%	15 years	Principal Interest	1,765,000 254,169	2030	230,000 51,519	215,000 44,619	210,000 38,169	190,000 31,869	180,000 26,169	180,000 20,769	150,000 13,369	145,000 10,869	115,000 6,519	35,000 3,069	115,000 5,231	

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Reserve Fund Transfer Request

Date: JUNE 6, 2016

It is requested by the undersigned that the sum of \$ 47,395. be transferred from the Reserve Fund to:

UMAS Acct. # 001 - 210 - 5134 - 0000

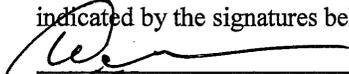
(Fund # - Dept. # - Object - Detail)

Description (i.e. Selectmen's expenses) SALARY - POLICE OVERTIME

The balance in the line item as of 6/6/16 (Date) is \$ (45,173.03). An amount of \$ 157,360 was originally budgeted/appropriated. Additional funds are now requested for the reasons explained below. (Detailed explanation should include reasons for lack of funds, breakdown of known or estimated costs to be expended prior to June 30th, and any other pertinent information). Also, please list any previous requests for transfer during the fiscal year for this line item.

TRANSFER 1 OF 2 THAT WILL BE REQUIRED TO COVER POLICE SALARIES. INSURANCE PROCEEDS OF \$35K HAVE BEEN RECEIVED AND DEPOSITED INTO THE GENERAL FUND.

This request is for extraordinary or unforeseen expense and has been voted upon and approved by the majority of board or commission members, or in the case of a department, by the department head and Town Administrator, as indicated by the signatures below. Please also indicate name of board or commission.

	(Signature)	<u>POLICE CHIEF</u>	(Title)
	(Signature)	<u>Town Administrator</u>	(Title)
_____	(Signature)	_____	(Title)
_____	(Signature)	_____	(Title)

On the dates listed below, it was voted by the Board of Selectmen/Finance Committee to transfer the sum of \$ _____ from the Reserve Fund to UMAS Acct. # _____ to be used for the purposes and in the amounts indicated above.

<u>Board of Selectmen</u>	<u>Date:</u>	<u>Finance Committee</u>	<u>Date:</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Copy to:	Initial Distribution Date Sent:	Notification of Finance Committee Action Date Sent:
Finance Committee	_____	_____
Department Head	_____	_____
Board of Selectmen	_____	_____
Town Administrator	_____	_____
Town Treasurer	_____	_____
Town Accountant	_____	_____

Parameters: Fiscal Year: 2016 Start Date: 7/1/2015 end: 6/30/2016

Ledger History - Variance - Expenditure Ledger

Account Number	Budget		Transfer:		Journal Entry:		Receipt:		Payment:		Ending	% Var.
	Encumbered	To Date	This Period	To Date	This Period	To Date	This Period	To Date	This Period	To Date		
001-210-5134-0000	157,997.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-216,467.78	-216,467.78	-58,470.78	137.01
Police -OT	157,997.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-216,467.78	-216,467.78	-58,470.78	137.01
1 Account(s) totaling:												
	157,997.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-216,467.78	-216,467.78	-58,470.78	137.01



BOXBOROUGH POLICE DEPARTMENT
520 Massachusetts Avenue, Boxborough, Massachusetts 01719
Phone: (978) 264-1750 · Fax: (978) 268-5123

To: Finance Committee and Board of Selectmen
From: Chief Warren B. Ryder
Date: June 6, 2016
Re: Reserve Fund Transfers

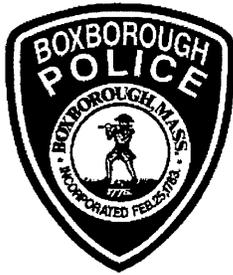
As noted in my previous memos and emails, Reserve Fund Transfers will be needed to recover insurance proceeds and to fund an overtime account that is in deficit. Original projections estimated a total RFT of \$91,000. As we approach the end of the fiscal year I am estimating a total combined RFT at \$82,000 explained in detail below.

\$45,173 – Current Overtime Deficit
\$12,395 – Current Special Officer Deficit
\$18,054 – Schedule Overtime to end of FY
\$ 1,774 – Scheduled Training to end of FY
\$ 1,154 – Scheduled Court Appearances to end of FY
\$ 6,758 – Unused Time Earned paid out
\$85,308 – Estimated TOTAL RFT

In consultation with Jennifer Barrett, I am submitting RFT #1 for \$47,395 that is equal to insurance proceeds for the amount of \$35,000 and \$12,395 for the Special Officer Deficit. RFT #2 could be up to \$38,000 based on projections however, we will hold off for more accurate projections as we closeout the year. As previously noted, there is likelihood for an expense RFT that will also be sorted out before the end of the FY.

WBR/cop

Cc:



BOXBOROUGH POLICE DEPARTMENT
520 Massachusetts Avenue, Boxborough, Massachusetts 01719
Phone: (978) 264-1750 · Fax: (978) 268-5123

To: Finance Committee and Board of Selectmen
From: Chief Warren B. Ryder
Date: April 19, 2016
Re: Forecast for Reserve Fund Transfers

As we approach the tail end of the fiscal year I would like to update you on projected reserve fund transfers. As in previous years I will hold off on the actual RFT until we get closer to the end of the fiscal year to see if we can absorb these overages in other PD lines.

1. Injured on duty employee from July 1, 2015 to March 4, 2016 (35 weeks).
 - a. His weekly pay rate was \$1,514.40 and our insurance covered up to \$1,000 a week and was deposited into the Towns insurance proceeds fund.
 - b. His replacement will complete training and begin shifts on May 3, 2016.
 - c. The injured employee was paid \$13,935 for his accumulated earned time upon retirement.
 - d. Weekly replacement coverage (overtime) was \$1,800 on average.
Overtime: 43 weeks x (\$1,800) = (\$77,400)
Earned Time Payment = (\$13,935)
Insurance: 35 weeks x \$1,000 = \$35,000
RFT AMOUNT = \$91,335 (actual impact less insurance) = \$56,335
2. The unplanned event of replacing an officer expended \$1,299 in psychological and medical screening.
RFT AMOUNT = \$1,299
3. A minor accident of a police vehicle with repairs of approximately \$3,000. Similarly to other insurance payments these proceeds will be deposited into the Towns insurance fund and an RFT will be needed.
RFT AMOUNT = \$3,500 (actual impact less insurance) = \$500
4. An out of state investigation and subsequent extradition of a suspect expended \$2,211.02 from an unfunded police travel line.
RFT AMOUNT = \$2,211

WBR/cop

Chief Warren B. Ryder

From: Chief Warren B. Ryder <Wryder@Boxborough-MA.Gov>
Sent: Tuesday, April 19, 2016 9:13 AM
To: 'jbarrett@boxborough-ma.gov'
Cc: 'averos@boxborough-ma.gov'
Subject: RE: RFT Data

Glad to hear your healing well!

I think we are in the correct range... My calculations and data:

Insurance: July 1, 2015 to March 4, 2016 (35 weeks) \$1k per week = \$35k

Earned Time Payout: \$13,935

OT: 43 weeks (still training replacement) @ \$1,800 per week = \$77,400

So, the RFT will be for \$91,335 less insurance will be \$56,335

- Now, we used K. Gordon as a special officer for a portion of the replacement and the overtime rate was significantly reduced so, the final RFT amount will be less than the \$56k
- I estimate we will fall between \$42k and \$48k as a the true need

I want to make them to be aware and I think (with your help) they are...

-Warren

Warren B. Ryder
Chief of Police

Boxborough Police Department
520 Massachusetts Avenue
Boxborough, MA 01719
978-264-1751 Admin Line
978-268-5123 Admin Fax

Please be advised that the Massachusetts Secretary of State considers e-mail to be a public record, and therefore subject to the Massachusetts Public Records Law, M.G.L. c. 66 § 10.

From: Jennifer Barrett [<mailto:jbarrett@boxborough-ma.gov>]
Sent: Tuesday, April 19, 2016 8:59 AM
To: Wryder@Boxborough-MA.Gov
Cc: averos@boxborough-ma.gov
Subject: RE: RFT Data

Good morning,

Yes, the \$1,000/week estimate is good and Patrick has been working with the insurance company and will send another reminder. Was it only 35 weeks? It seemed like a lot longer! The last time I checked in with you on the RFT I entered \$42,500 which included the vacation payout. Are we still on the same page?



Interdepartmental Transfer Request

Pursuant to MGL ch 44 § 33B

Date: 6/9/16

It is requested by the undersigned that the sum of \$ 5,000.00 be transferred from:

UMAS Acct. # 001-146-5112-0000
(Fund # - Dept. # - Object - Detail)
Description (e.g. Selectmen's expenses) Collector Salary

To:

UMAS Acct. # 001-210-5599-0000
(Fund # - Dept. # - Object - Detail)
Description (e.g. Selectmen's expenses) Police Expenses - Other

The balance in the Collector Salary line item as of 6/9/16 (Date) is \$ 66,676.
An amount of \$ 66,676 was originally budgeted/appropriated. Interdepartmental transfer of funds may not exceed 3% of the amount budgeted, or \$ 5000.

The balance in the Police Expenses - Other line item as of 6/7/16 (Date) is \$(1,987.71).
An amount of \$ 3,431 was originally budgeted/appropriated. The transfer of funds is requested for the reasons explained below. (Detailed explanation should include reasons for lack of funds, breakdown of known or estimated costs to be expended prior to June 30th, and any other pertinent information). Also, please list any previous requests for transfer during the fiscal year for this line item.

Unexpected expenses with building maintenance, police travel and vehicle repairs make it necessary to transfer these funds.

This request is for extraordinary or unforeseen expense and has been voted upon and approved by the majority of board or commission members, or in the case of a department, by the department head and Town Administrator, as indicated by the signatures below. Please also indicate name of board or commission.

[Signature] (Signature) CHIEF OF POLICE (Title)
[Signature] (Signature) Collector / Treasurer (Title)
[Signature] 6/9/16 Town Administrator

On the dates listed below, it was voted by the Board of Selectmen/Finance Committee to transfer the sum of \$ _____ from UMAS Acct. # _____ to UMAS Acct. # _____ to be used for the purposes and in the amounts indicated above.

<u>Board of Selectmen</u>	<u>Date:</u>	<u>Finance Committee</u>	<u>Date:</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

<u>Copy to:</u>	<u>Initial Distribution Date Sent:</u>	<u>Notification of Finance Committee Action Date Sent:</u>
Finance Committee	_____	_____
Department Head	_____	_____
Board of Selectmen	_____	_____
Town Administrator	_____	_____
Town Accountant	_____	_____

Parameters: Fiscal Year: 2016 Start Date: 7/1/2015 end: 6/30/2016

Ledger History - Variance - Expenditure Ledger

Account Number	Budget		Transfer:		Allocated	Journal Entry:		Receipt:		Payment:		Ending	% Var.	
	Encumbered	To Date	This Period	To Date		This Period	To Date	This Period	To Date	This Period	To Date			
001-146-5112-0000	66,676.00	0.00	0.00	0.00		0.00	0.00	0.00	0.00	0.00	0.00	66,676.00	0.00	
Collector Salary	0.00	0.00	0.00	0.00	66,676.00	0.00	0.00	0.00	0.00	0.00	0.00	66,676.00	0.00	
	66,676.00	0.00	0.00	0.00		0.00	0.00	0.00	0.00	0.00	0.00	66,676.00	0.00	
1 Account(s) totaling:													66,676.00	0.00

Ledger History - Variance - Expenditure Ledger

Account Number	Budget Encumbered	Transfer:		Allocated	Journal Entry:		Receipt:		Payment:		Ending	% Var.
		This Period	To Date		This Period	To Date	This Period	To Date	This Period	To Date		
001-210-5599-0000	3,431.00	0.00	0.00	3,431.00	0.00	0.00	0.00	-5,294.50	-5,294.50	-1,863.50	154.31	
Police Other Expense	0.00	0.00	0.00	3,431.00	0.00	0.00	0.00	-5,294.50	-5,294.50	-1,863.50	154.31	
1 Account(s) totaling:	0.00	0.00	0.00	3,431.00	0.00	0.00	0.00	-5,294.50	-5,294.50	-1,863.50	154.31	

+ -29.21 Pending
-1987.71



Interdepartmental Transfer Request

Pursuant to MGL ch 44 § 33B

Date: 6/9/16

It is requested by the undersigned that the sum of \$ 7,500.00 be transferred from:

UMAS Acct. #001-220-5116-0000

(Fund # - Dept. # - Object - Detail)

Description (e.g. Selectmen's expenses) Fire Salary Per Diem FF

To:

UMAS Acct. #001-215-5116-0000

(Fund # - Dept. # - Object - Detail)

Description (e.g. Selectmen's expenses) Dispatch Part Time Salary

The balance in the Fire Salary Per Diem FF line item as of 6/9/16 (Date) is \$ 102787.05.

An amount of \$ 259,046 was originally budgeted/appropriated. Interdepartmental transfer of funds may not exceed 3% of the amount budgeted, or \$ 7771.38.

The balance in the Dispatch Part Time Salary line item as of 6/9/16 (Date) is \$ 1165.20.

An amount of \$ 9,376.00 was originally budgeted/appropriated. The transfer of funds is requested for the reasons explained below. (Detailed explanation should include reasons for lack of funds, breakdown of known or estimated costs to be expended prior to June 30th, and any other pertinent information). Also, please list any previous requests for transfer during the fiscal year for this line item.

We are currently training two new Part Time Dispatchers and the transfer will fund an increase in training hours for a quicker training period.

This request is for extraordinary or unforeseen expense and has been voted upon and approved by the majority of board or commission members, or in the case of a department, by the department head and Town Administrator, as indicated by the signatures below. Please also indicate name of board or commission.

	(Signature)	<u>FIRE CHIEF</u>	(Title)
	(Signature)	<u>CHIEF OF POLICE</u>	(Title)
<u>6/9/16</u>		<u>Town Administrator</u>	

On the dates listed below, it was voted by the Board of Selectmen/Finance Committee to transfer the sum of \$ _____ from UMAS Acct. # _____ to UMAS Acct. # _____ to be used for the purposes and in the amounts indicated above.

<u>Board of Selectmen</u>	Date:	<u>Finance Committee</u>	Date:
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Copy to:	Initial Distribution Date Sent:	Notification of Finance Committee Action Date Sent:
Finance Committee	_____	_____
Department Head	_____	_____
Board of Selectmen	_____	_____
Town Administrator	_____	_____
Town Accountant	_____	_____

Parameters: Fiscal Year: 2016 Start Date: 7/1/2015 end: 6/30/2016

Ledger History - Variance - Expenditure Ledger

Account Number	Budget Encumbered	Transfer:		Allocated	Journal Entry:		Receipt:		Payment:		Ending	% Var.
		This Period	To Date		This Period	To Date	This Period	To Date	This Period	To Date		
001-220-5116-0000	259,046.00	0.00	0.00	259,046.00	0.00	0.00	0.00	-156,258.95	102,787.05	60.32		
Fire Salary -PD FF	259,046.00	0.00	0.00	259,046.00	0.00	0.00	0.00	-156,258.95	102,787.05	60.32		
1 Account(s) totaling:												

Ledger History - Variance - Expenditure Ledger

Account Number	Budget Encumbered	Transfer:		Allocated	Journal Entry:		Receipt:		Payment:		Ending	% Var.
		This Period	To Date		This Period	To Date	This Period	To Date	This Period	To Date		
001-215-5116-0000	9,376.00	0.00	0.00	9,376.00	0.00	0.00	0.00	-8,210.80	-8,210.80	1,165.20	87.57	
Dispatch Salary -PT	0.00	0.00	0.00	9,376.00	0.00	0.00	0.00	-8,210.80	-8,210.80	1,165.20	87.57	
	9,376.00	0.00	0.00	9,376.00	0.00	0.00	0.00	-8,210.80	-8,210.80	1,165.20	87.57	
1 Account(s) totaling:	0.00	0.00	0.00	9,376.00	0.00	0.00	0.00	-8,210.80	-8,210.80	1,165.20	87.57	



Reserve Fund Transfer Request

Date: 6/9/16

It is requested by the undersigned that the sum of \$ 3,245 be transferred from the Reserve Fund to:

UMAS Acct. # 001-423-5531-0000

(Fund # - Dept. # - Object - Detail)

Description (e.g. Selectmen's expenses) Snow & Ice Street Maintenance Supply

The balance in ^{Total Other Expense} the line item as of 6/9/16 (Date) is \$ ~~(6,038.84)~~ <8244.24>. An amount of \$ ~~85,636~~ 106,610 was originally budgeted/appropriated. Additional funds are now requested for the reasons explained below. (Detailed explanation should include reasons for lack of funds, breakdown of known or estimated costs to be expended prior to June 30th, and any other pertinent information). Also, please list any previous requests for transfer during the fiscal year for this line item.

Though a mild winter for plowing, the amount of materials needed to keep the streets clear was necessary to maintain. Equipment costs were also increased to maintain the condition and life, so there is not enough flux to cover the increased costs. This also accompanies an Internal Transfer from Salaries, to lessen the impact on the Reserve Fund.

This request is for extraordinary or unforeseen expense and has been voted upon and approved by the majority of board or commission members, or in the case of a department, by the department head and Town Administrator, as indicated by the signatures below. Please also indicate name of board or commission.

_____	(Signature)	_____	(Title)
<u>[Signature]</u> <u>6/9/16</u>	(Signature)	<u>Town Administrator</u>	(Title)
_____	(Signature)	_____	(Title)
_____	(Signature)	_____	(Title)

On the dates listed below, it was voted by the Board of Selectmen/Finance Committee to transfer the sum of \$ _____ from the Reserve Fund to UMAS Acct. # _____ to be used for the purposes and in the amounts indicated above.

<u>Board of Selectmen</u>	Date:	<u>Finance Committee</u>	Date:
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Copy to:	Initial Distribution Date Sent:	Notification of Finance Committee Action Date Sent:
Finance Committee	_____	_____
Department Head	_____	_____
Board of Selectmen	_____	_____
Town Administrator	_____	_____
Town Treasurer	_____	_____
Town Accountant	_____	_____

29v

Finance Committee



Interdepartmental Transfer Request

Pursuant to MGL ch 44 § 33B

Date: 6/9/16

It is requested by the undersigned that the sum of \$ 5,000.00 be transferred from:

UMAS Acct. # 001-423-5134-0000

(Fund # - Dept. # - Object - Detail)

Description (e.g. Selectmen's expenses) Snow & Ice Overtime

To:

UMAS Acct. # 001-423-5531-0000

(Fund # - Dept. # - Object - Detail)

Description (e.g. Selectmen's expenses) Snow & Ice Street Maint Supply

The balance in the 001-423-5134-0000 line item as of 6/9/16 (Date) is \$ 19,993.28. An amount of \$ 55,116.00 was originally budgeted/appropriated. Interdepartmental transfer of funds may not exceed 3% of the amount budgeted, or \$ 5,000.

The balance in the 001-423-5531-0000 line item as of 6/9/16 (Date) is \$ 8244.24. An amount of \$ 85,636.00 was originally budgeted/appropriated. The transfer of funds is requested for the reasons explained below. (Detailed explanation should include reasons for lack of funds, breakdown of known or estimated costs to be expended prior to June 30th, and any other pertinent information). Also, please list any previous requests for transfer during the fiscal year for this line item.

Though a mild winter for plowing, the amount of materials needed to keep the streets clear was necessary to maintain. Equipment costs were also increased to maintain the condition and life, so there is not enough flux to cover the increased costs. This also accompanies a Reserve Fund Transfer and will lessen the impact on the Reserve Fund.

This request is for extraordinary or unforeseen expense and has been voted upon and approved by the majority of board or commission members, or in the case of a department, by the department head and Town Administrator, as indicated by the signatures below. Please also indicate name of board or commission.

(Signature) _____ (Title)
Andrew A. 6/9/16 (Signature) Town Administrator (Title)

On the dates listed below, it was voted by the Board of Selectmen/Finance Committee to transfer the sum of \$ _____ from UMAS Acct. # _____ to UMAS Acct. # _____ to be used for the purposes and in the amounts indicated above.

<u>Board of Selectmen</u>	<u>Date:</u>	<u>Finance Committee</u>	<u>Date:</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Copy to:	Initial Distribution Date Sent:	Notification of Finance Committee Action Date Sent:
Finance Committee	_____	_____
Department Head	_____	_____
Board of Selectmen	_____	_____
Town Administrator	_____	_____
Town Accountant	_____	_____

Filter by: Segment 1: 001
Segment 2: 423

Parameters: Fiscal Year: 2016 Start Date: 7/1/2015 end: 6/30/2016

Ledger History - Variance - Expenditure Ledger

Account Number	Budget		Transfer:		Journal Entry:		Receipt:		Payment:		Ending	% Var.
	Encumbered	To Date	This Period	To Date	This Period	To Date	This Period	To Date	This Period	To Date		
001-423-5126-0000	5,623.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-3,135.64	-3,135.64	2,487.36	55.76
S&I Seasonal Wages	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-3,135.64	-3,135.64		
001-423-5134-0000	55,116.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-35,122.72	-35,122.72	19,993.28	63.73
S&I OT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-35,122.72	-35,122.72		
001-423-5243-0000	10,774.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-12,961.61	-12,961.61	-2,187.61	120.30
S&I Equipment Maint Svc	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-12,961.61	-12,961.61		
001-423-5442-0000	10,200.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-10,016.89	-10,016.89	183.11	98.20
S&I Vehicle Maint Supply	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-10,016.89	-10,016.89		
001-423-5490-0000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-200.90	-200.90	-200.90	0.00
S&I Meals/Refreshments	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-200.90	-200.90		
001-423-5531-0000	85,636.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-91,674.84	-91,674.84	-6,038.84	107.05
S&I Street Maint Supply	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-91,674.84	-91,674.84		
6 Account(s) totaling:	167,349.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-153,112.60	-153,112.60	14,236.40	91.49

Filter by: Segment 1: 001
 Segment 2: 423
 Segment 3: 5100, 5108, 5110, 5111, 5112, 5113, 5114, 5115, 5116, 5120, 5124, 5125, 5126, 5134, 5140, 5143, 5144, 5145, 5154, 5160, 5168, 5170, 5171, 5172, 5173, 5174, 5180, 5181

Parameters: Fiscal Year: 2016 Start Date: 7/1/2015 end: 6/30/2016

Ledger History - Variance - Expenditure Ledger

Account Number	Budget Encumbered	Transfer:		Allocated	Journal Entry:		Receipt: This Period To Date	Payment: This Period To Date	Ending	% Var.
		This Period	To Date		This Period	To Date				
001-423-5126-0000	5,623.00	0.00	0.00	5,623.00	0.00	0.00	-3,135.64	2,487.36	55.76	
S&I Seasonal Wages	0.00	0.00	0.00	0.00	0.00	0.00	-35,122.72	19,993.28	63.73	
001-423-5134-0000	55,116.00	0.00	0.00	55,116.00	0.00	0.00	-38,258.36	22,480.64	62.99	
S&I OT	60,739.00	0.00	0.00	60,739.00	0.00	0.00				
2 Account(s) totaling:										

Filter by: Segment 1: 001
Segment 2: 423

Segment 3: 5200, 5201, 5202, 5203, 5204, 5205, 5206, 5207, 5208, 5209, 5210, 5211, 5212, 5213, 5216, 5217, 5218, 5219, 5220, 5221, 5222, 5223, 5224, 5225, 5230, 5235, 5240, 5241, 5242, 5243, 5245, 5250, 5270, 5271, 5280, 5290, 5291, 5292, 5300, 5301, 5302, 5305, 5306, 5310, 5311, 5312, 5313, 5316, 5317, 5318, 5320, 5321, 5330, 5331, 5340, 5341, 5342, 5343, 5344, 5345, 5351, 5380, 5399, 5400, 5413, 5420, 5421, 5422, 5440, 5441, 5442, 5443, 5490, 5500, 5510, 5520, 5521, 5531, 5536, 5580, 5582, 5591, 5599, 5600, 5601, 5602, 5620, 5630, 5631, 5639, 5640, 5646, 5651, 5661, 5663, 5668, 5690, 5700, 5710, 5711, 5712, 5730, 5731, 5740, 5741, 5770, 5780, 5793, 5799, 5800, 5801, 5802, 5803, 5804, 5806, 5807, 5808, 5809, 5810, 5811, 5813, 5814, 5815, 5816, 5817, 5818, 5819, 5820, 5821, 5827, 5830, 5831, 5840, 5850, 5870, 5882, 5890, 5899, 5900, 5910, 5915, 5916, 5925, 5940, 5950, 5960, 5961, 5962, 5963, 5966, 5967, 5968, 6001, 6002, 6003, 6004, 6005, 6006, 6007, 6008, 6009, 6100, 6101, 6102, 6103, 6105, 6106, 6107, 6108, 6109, 6110, 6111, 6112, 6113, 6114, 6115, 6116, 6117, 6118, 6119, 6120, 6121, 6122, 6124, 6125, 6126, 6127, 6128, 6129, 6130, 6131, 6132, 6133, 7000, 7203, 7204, 7205, 7206, 7207, 7208, 7209, 7500

Parameters: Fiscal Year: 2016 Start Date: 7/1/2015 end: 6/30/2016

Ledger History - Variance - Expenditure Ledger

Account Number	Budget		Transfer:		Journal Entry:		Receipt:		Payment:		Ending	% Var.
	Encumbered	To Date	This Period	To Date	This Period	To Date	This Period	To Date	This Period	To Date		
001-423-5243-0000	10,774.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-12,961.61	
S&I Equipment Maint Svc	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-12,961.61	120.30
001-423-5442-0000	10,200.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-10,016.89	
S&I Vehicle Maint Supply	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-10,016.89	98.20
001-423-5490-0000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-200.90	
S&I Meals/Refreshments	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-200.90	0.00
001-423-5531-0000	85,636.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-91,674.84	
S&I Street Maint Supply	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-91,674.84	107.05
4 Account(s) totaling:	106,610.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-114,854.24	
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-8,244.24	107.73



Reserve Fund Transfer Request

Date: 5/31/16

It is requested by the undersigned that the sum of \$ 5,000 be transferred from the Reserve Fund as follows to:

UMAS Acct. # 001-630-5870-000 (\$1,500) and 001-630-5441-0000 (\$3,500)

(Fund # - Dept. # - Object - Detail)

Descriptions, respectively: RecComm - Equipment Replacement and Rec Comm - Buildings/Ground

Maintenance Supplies

The balance in **Total Other Expenses** as of 5/31/16 (Date) is \$ 2,084.88. An amount of \$ 19,600 was originally budgeted/appropriated. Additional funds are now requested for the reasons explained below. (Detailed explanation should include reasons for lack of funds, breakdown of known or estimated costs to be expended prior to June 30th, and any other pertinent information). Also, please list any previous requests for transfer during the fiscal year for this line item.

The current state of some of the playground equipment at Flerra is posing a safety hazard and is in dire need of replacement. We have had quotes to replace the broken panel on the playground equipment totaling ~ \$1500. Also the playground itself is in need of replacing the playground chips and we have a quote from a DPW preferred supplier totaling ~\$3500.

The current balance in the Rec Comm total other expenses will be expended by year's end and will not be available for this much needed maintenance.

This request is for extraordinary or unforeseen expense and has been voted upon and approved by the majority of board or commission members, or in the case of a department, by the department head and Town Administrator, as indicated by the signatures below. Please also indicate name of board or commission.

<u>[Signature]</u> <u>5/31/16</u>	(Signature)	Selina Shaw, Town Administrator	(Title)
By email	(Signature)	Kevin Lehner, Recreation Chair	(Title)
_____	(Signature)	_____	(Title)
_____	(Signature)	_____	(Title)

On the dates listed below, it was voted by the Board of Selectmen/Finance Committee to transfer the sum of \$ _____ from the Reserve Fund to UMAS Acct. # _____ to be used for the purposes and in the amounts indicated above.

Board of Selectmen	Date:	Finance Committee	Date:
<u>[Signature]</u>			
<u>[Signature]</u>	<u>6 JUN 2016</u>		
<u>[Signature]</u>	<u>1-6-2016</u>		
<u>[Signature]</u>			

Copy to:	Initial Distribution Date Sent:	Notification of Finance Committee Action Date Sent:
Finance Committee	_____	_____
Department Head	_____	_____
Board of Selectmen	_____	_____
Town Administrator	_____	_____
Town Treasurer	_____	_____
Town Accountant	_____	_____

Selina Shaw

From: Kevin Lehner <kevinlehner@verizon.net>
Sent: Tuesday, June 07, 2016 5:58 PM
To: Dilip_Subramanyam@beaver-visitec.com; sshaw@boxborough-ma.gov; megt1596@yahoo.com
Cc: smbak55@gmail.com; John.rosamond@verizon.net; burkeysmom@yahoo.com
Subject: Re: RE: Fwd: RFT - RecCom 6.6.16

All,

Per the notes on my email forwarded Sunday:

Pricing for the replacement of the broken panel (singular) was gathered by Mitzi and is contained below. Rec Com has chosen the middle option (Slide-N-Learn) which lists at \$1277. Shipping is \$160 for a total of \$1437. I rounded to \$1500. There may be a 10% discount applied but I have yet to confirm that personally. I have no idea where \$2200 came from.

You are correct in the estimate of \$3500 for the playground mulch (\$34.50 x 100 yards rounded up). This pricing quote and the estimate of needs was provided by Tom Garmon. It has been more than 2 years since the mulch was last done. I can confirm the actual year with Tom Garmon as DPW paid for the mulch the last time it was done. The ground is exposed under the swings and has been for over a year however our former building inspector deemed this "acceptable". We know the code is 18" depth on the ground cover and we are not even close. As far as how often it should be done it is very variable. Use, weather etc all come in to play. Certainly this is not an annual expense.

Honestly I find it ironic that people are wondering why the Town is using the playground while Rec Comm is saying portions are unsafe. We raised our hand and accepted ownership of this space during the winter of 2015 and have yet to see any action taken to help us solve these safety issues. No adjustment to the budget and nothing but red tape at each and every turn as we have tried to solve these issues. Yes there has been a recent delay in providing the RFT paperwork and that is on me.

Why an RFT? We were directed to follow this path by Jen Barrett who in my opinion correctly identified these needs as R&M and non-annual costs.

If we want to wait until after July 1st for the broken panel replacement then fine. As I mentioned earlier Mitzi was spearheading this effort and now it is in my lap. I can dig into this in more detail. I do not recommend delaying the mulch purchase as Flerra Playground begins July 5th.

Kevin

On 06/07/16, Dilip Subramanyam<Dilip_Subramanyam@beaver-visitec.com> wrote:

Adding Amy Burke who is the FinCom liaison to the Rec Com and was accidentally left off the initial distribution.

Dilip

From: Dilip Subramanyam
Sent: Tuesday, June 07, 2016 1:17 PM
To: 'sshaw@boxborough-ma.gov' <sshaw@boxborough-ma.gov>; 'Kevin Lehner' <kevinlehner@verizon.net>; Megan E. Connor <megt1596@yahoo.com>
Cc: Susan Bak <smbak55@gmail.com>; John Rosamond <John.rosamond@verizon.net>
Subject: RE: Fwd: RFT - RecCom 6.6.16

Some additional detail:

Filter by: Segment 1: 001
Segment 2: 630

Parameters: Fiscal Year: 2016 Start Date: 7/1/2015 end: 6/30/2016

Ledger History - Variance - Expenditure Ledger

Account Number	Budget Encumbered	Transfer:		Allocated	Journal Entry:		Receipt: This Period To Date	Payment: This Period To Date	Ending	% Var.
		This Period	To Date		This Period	To Date				
001-630-5126-0000	26,722.00	0.00	0.00	0.00	0.00	0.00	-24,286.64	2,435.36	90.89	
Rec Comm PT	0.00	0.00	0.00	26,722.00	0.00	0.00	-24,286.64			
001-630-5210-0000	1,200.00	0.00	0.00	1,200.00	0.00	0.00	-1,062.25	137.75	88.52	
Rec Comm Electricity	0.00	0.00	0.00	1,200.00	0.00	0.00	-1,062.25			
001-630-5241-0000	1,900.00	0.00	0.00	1,900.00	0.00	0.00	-1,652.72	247.28	86.99	
Rec Comm Contracted Svc	0.00	0.00	0.00	1,900.00	0.00	0.00	-1,652.72			
001-630-5351-0000	6,200.00	0.00	0.00	6,200.00	0.00	0.00	-5,000.15	1,199.85	80.65	
Rec Comm Programs	0.00	0.00	0.00	6,200.00	0.00	0.00	-5,000.15			
001-630-5599-0000	500.00	0.00	0.00	500.00	0.00	0.00	0.00	500.00	0.00	
Rec Comm Other Supplies	0.00	0.00	0.00	500.00	0.00	0.00	0.00			
5 Account(s) totaling:										
	36,522.00	0.00	0.00	36,522.00	0.00	0.00	-32,001.76	4,520.24	87.62	

< 2 435.36 >

Tot other Expense: 2 084.88

From: Kevin Lehner [mailto:kevinlehner@verizon.net]
Sent: Tuesday, May 31, 2016 10:36 AM
To: sshaw@boxborough-ma.gov; megt1596@yahoo.com
Cc: jbarrett@boxborough-ma.gov; smbak55@gmail.com; mrgw52@gmail.com
Subject: Re: Re: Playground Equipment RFT?

Here is the electronic copy of the RFT request.

From: Kevin Lehner [mailto:kevinlehner@verizon.net]
Sent: Thursday, May 19, 2016 11:28 AM
To: megt1596@yahoo.com
Cc: sshaw@boxborough-ma.gov; jbarrett@boxborough-ma.gov; smbak55@gmail.com
Subject: Re: Fw: Playground Equipment RFT?

I have this but it will not be completed by noon today. A still unanswered question relates to the need for ~ \$3600 in playground mulch in order to bring the ground base up to code (18" depth). We'll get these answered and have it ready for June 6th.
Kevin

----- Forwarded Message -----

From: Selina Shaw <sshaw@boxborough-ma.gov>
To: 'Megan Connor' <megt1596@yahoo.com>
Cc: 'Kevin Lehner' <kevinlehner@verizon.net>; 'Jennifer Barrett' <jbarrett@boxborough-ma.gov>; Susan Bak <smbak55@gmail.com>
Sent: Thursday, May 19, 2016 9:29 AM
Subject: RE: Playground Equipment RFT?

Good morning, Megan.

Back in January, there was communication regarding the need to replace equipment at the Ferra playground, due to safety hazards. A copy is included. Because it is expected that there will not be sufficient balance in the RecCom budget to cover, you need to request a transfer of monies from the reserve fund to the RecComm budget. I have started completing one for you, but there is additional information that needs to be provided. According to the email from Mitzi, she had received quotes for slide n learn and drum panels, totaling \$2,409. I don't know if this was all that needs replacement, if these quotes are still valid, or if this amount includes installation. If you can manage to get all that info together by noon today, I can include on Monday's agenda. Otherwise this will have to wait until the BoS meeting of June 6. I have highlighted areas on the form that need to be confirmed and possibly expounded upon.

Currently there is a balance in the RecComm budget for total other expense (not including salaries) of \$2,173. A couple of electricity bills have come in, and I expect that the Commission will be using the remaining balance for supplies. Please confirm if you expect to use these funds or if there will be any available to be used towards the equipment.

If you will be stopping in today to do the copying, I would be happy to review this with you then. I will not be in tomorrow.

Look forward to hearing from you.

Regards,
Selina

Selina S. Shaw
Town Administrator
29 Middle Road
Boxborough, MA 01719
(978) 264-1700 general

(978) 264-1712 direct
(978) 264-3127 fax
<http://www.boxborough-ma.gov>

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****Please note new email address: sshaw@boxborough-ma.gov****

When writing or responding, please be aware that the Secretary of State has determined that most email is a public record and, therefore, may not be kept confidential.

From: Selina Shaw [mailto:sshaw@boxborough-ma.gov]
Sent: Friday, April 22, 2016 11:14 AM
To: Kevin Lehner (kevinlehner@verizon.net); Mitzi Weil (mrgw52@gmail.com)
Cc: Jennifer Barrett (jbarrett@boxborough-ma.gov)
Subject: Playground Equipment RFT?
Importance: High

Good morning,

The Finance Committee had agreed that replacement of equipment could be handled through a transfer from the reserve fund. Too late for Monday's upcoming BoS meeting, but the BoS will next be meeting immediately prior to Town Meeting on May 9 and possibly on the 10th as well, and could take this up then. Following meeting will be on May 23.

Look forward to hearing from you.

Regards,
Selina

On Dec 15, 2015, at 12:32 PM, Mitzi Garcia-Weil <mrgw52@gmail.com> wrote:

Hi Everyone,

I have received final quotes which includes shipping for the panels for the playground.

Slide N Learn Panel:	\$1,277.00
Less 10% discount	127.70
Shipping Fee	160.00
Total:	\$1,309.30

Drum Panel:	\$1,033.00
Less 10% discount	103.30
Shipping Fee	170.00
Total:	\$1,099.70

I did not get the shipping cost on the barrier panel but I assume it will be less in freight since it is lighter. If needed I can also get the exact amount.

Regards,
Mitzi

On Mon, Dec 14, 2015 at 1:45 PM, Jennifer Barrett <jbarrett@boxborough-ma.gov> wrote:

After conferring with the Building Inspector, we believe the playground equipment should be fixed sooner rather than later. We could have a significant problem because of the safety issue and for such a relatively small price-tag, you may want to consider a Reserve Fund Transfer in this year instead. This is not a capital purchase, it is maintenance.

-Jennifer Barrett
Town Accountant
Town of Boxborough
29 Middle Road
Boxborough, MA 01719
978-264-1716
Fax 978-264-3127

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Reserve Fund Transfer Request

Date: June 9th 2016

It is requested by the undersigned that the sum of \$ 30,000.- be transferred from the Reserve Fund to:

UMAS Acct. # 001-915-5170-HLTH
(Fund # - Dept. # - Object - Detail)

Description (e.g. Selectmen's expenses) Health Insurance 2 add'l employees (full yr)
1 add'l employee (1/2 yr)

It is requested by the undersigned that the sum of \$ 1,000.- be transferred from the Reserve Fund to:

UMAS Acct. # 001-915-5170-LIFE
(Fund # - Dept. # - Object - Detail)

Description (e.g. Selectmen's expenses) LIFE Insurance under-budgeted

It is requested by the undersigned that the sum of \$ 8,000.- be transferred from the Reserve Fund to:

UMAS Acct. # 001-915-5171-MEDC
(Fund # - Dept. # - Object - Detail)

Description (e.g. Selectmen's expenses) medicare under-budgeted

The balance in total departmental budget at 6/9 is <33,790.68>. An amount of \$632,750 was originally budgeted/appropriated.

This request is for extraordinary or unforeseen expense and has been voted upon and approved by the majority of board or commission members, or in the case of a department, by the department head and Town Administrator, as indicated by the signatures below. Please also indicate name of board or commission.

<u><i>Robert M...</i></u>	(Signature)	<u>Treasurer / Collector</u>	(Title)
<u><i>Richard A...</i></u>	(Signature)	<u>Town Administrator</u>	(Title)
_____	(Signature)	_____	(Title)
_____	(Signature)	_____	(Title)

On the dates listed below, it was voted by the Board of Selectmen/Finance Committee to transfer the sum of \$ _____ from the Reserve Fund to UMAS Acct. # _____ to be used for the purposes and in the amounts indicated above.

<u>Board of Selectmen</u>	Date:	<u>Finance Committee</u>	Date:
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Copy to:	Initial Distribution Date Sent:	Notification of Finance Committee Action Date Sent:
Finance Committee	_____	_____
Department Head	_____	_____
Board of Selectmen	_____	_____
Town Administrator	_____	_____
Town Treasurer	_____	_____
Town Accountant	_____	_____

Filter by: Segment 1: 001
Segment 2: 915

Parameters: Fiscal Year: 2016 Start Date: 7/1/2015 end: 6/30/2016

Ledger History - Variance - Expenditure Ledger

Account Number	Budget		Transfer:		Journal Entry:		Receipt:		Payment:		Ending	% Var.
	Encumbered	To Date	This Period	To Date	This Period	To Date	This Period	To Date	This Period	To Date		
001-915-5170-HLTH	580,570.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-610,442.00	-610,442.00	-29,872.00	105.15
Employee Benefits - Health Ins	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-1,619.75	-1,619.75	-369.75	129.58
001-915-5170-LIFE	1,250.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-5,204.42	-5,204.42	-54.42	101.06
Employee Benefits - Life Ins	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-49,274.51	-49,274.51	-3,494.51	107.63
001-915-5170-LTD-	5,150.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-666,540.68	-666,540.68	-33,790.68	105.34
Employee Benefits - LTD Ins	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00				
001-915-5171-MEDC	45,780.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00				
Employee Benefits - Medicare	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00				
4 Account(s) totaling:	632,750.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-666,540.68	-666,540.68	-33,790.68	105.34