

**Town of Boxborough**



**Finance Committee**

FinCom Meeting Minutes for: January 23, 2012

Venue: Town Hall – Morse Room

**Attendees:**

**FinCom**

1. Susan Bak
2. Neal Hesler
3. Karim Raad
4. Amy Burke
5. Bill Burke
6. Gary Kushner
7. Jim Ham
8. Dilip Subramanyam

Missing from FinCom: Joe Niro

The meeting was called to order at 7:03 PM.

Amy moved and Susan seconded – Jan 14 minutes approved.

Update from Mike Guzzo – Reviewed Rev 6 of the budget.

New revision of budget shows a drop of approx. \$340K. A-B budget lowered by \$75K. Minuteman enrollment went down from 12 to 7. Budget down by \$171K. Blanchard up by \$60K (with no salary increases accounted for yet). Bottom-line \$218K deficit with the \$402K (allowable levy increase) included.

Mike was asked to determine the total cost of a 1% increase in salaries for Fire, Police and Dispatch so we can include this figure in the next revision.

Neal met with Selina. Amy, Jim and Susan met with the school committee. The draft of the school budget expected to increase by 5.8%. FinCom explained that was not sustainable. Potentially can increase to 9% if the additional SPED enrollment happens and we assume a 2% COLA increase in salaries. Over 3% increase expected from SPED. Amy handout – shows the school getting 150 laptops as a donation. So computer budget can be reduced. School wants to add 4 aids and a part time position. Full time SPED director replaced with a part time director (consultant). Added an Assistant Principal.

**Town of Boxborough**



**Finance Committee**

FinCom addressed the submitted budgets and voted on the following accounts:

| Line No. | Description                            | Amount    | Date    | Moved | Seconded | Vote               |
|----------|--|-----------|---------|-------|----------|--------------------|
| 114      | Town Government expenses               | \$50      | 1/23/12 | Neal  | Gary     | Passed unanimously |
| 119      | Town constable expenses                | \$175     | 1/23/12 | Neal  | Gary     | Passed unanimously |
| 122      | Selectmen salaries                     | \$2000    | 1/23/12 | Neal  | Gary     | Passed unanimously |
| 122      | Selectmen expenses                     | \$2018    | 1/23/12 | Neal  | Gary     | Passed unanimously |
| 131      | Finance committee expenses             | \$450     | 1/23/12 | Neal  | Gary     | Passed unanimously |
| 132      | Reserve Fund                           | \$185,000 | 1/23/12 | Neal  | Gary     | Passed unanimously |
| 135      | Town accountant salary                 | \$69079   | 1/23/12 | Neal  | Gary     | Passed unanimously |
| 135      | Town accountant expenses               | \$25,666  | 1/23/12 | Neal  | Gary     | Passed unanimously |
| 145      | Treasurer salary                       | \$70,079  | 1/23/12 | Neal  | Gary     | Passed unanimously |
| 145      | Treasurer expenses                     | \$12,480  | 1/23/12 | Neal  | Gary     | Passed unanimously |
| 146      | Tax collector salary                   | \$61,070  | 1/23/12 | Neal  | Gary     | 5 Yes, 3 No        |
| 146      | Tax collector expenses                 | \$16,761  | 1/23/12 | Neal  | Gary     | Passed unanimously |
| 151      | Legal services                         | \$64,000  | 1/23/12 | Neal  | Gary     | Passed unanimously |
| 152      | Personnel board expenses               | \$260     | 1/23/12 | Neal  | Gary     | Passed unanimously |
| 161      | Town clerk salary                      | \$41,547  | 1/23/12 | Neal  | Gary     | 6 Yes, 2 No        |
| 161      | Town clerk expenses                    | \$2,983   | 1/23/12 | Neal  | Gary     | Skipped over       |
| 162      | Elections and Registrations - Salary   | \$5,251   | 1/23/12 | Neal  | Gary     | Skipped over       |
| 162      | Elections and Registrations - expenses |           | 1/23/12 | Neal  | Gary     | Skipped over       |
| 171      | Conservation committee expenses        | \$2,150   | 1/23/12 | Neal  | Gary     | Passed unanimously |
| 175      | Planning board salary                  | \$69,624  | 1/23/12 | Neal  | Gary     | Passed unanimously |
| 175      | Planning board expenses                | \$4,497   | 1/23/12 | Neal  | Gary     | Passed unanimously |
| 176      | Zoning board expenses                  | \$335     | 1/23/12 | Neal  | Gary     | Passed unanimously |
| 179      | Agricultural commission expenses       | \$200     | 1/23/12 | Neal  | Gary     | Passed unanimously |
| 199      | Energy committee expenses              | \$200     | 1/23/12 | Neal  | Gary     | Passed unanimously |
| 292      | Dog Officer salary                     | \$10,791  | 1/23/12 | Neal  | Gary     | 7 Yes, 1 No        |
| 292      | Dog Officer expenses                   | \$1,625   | 1/23/12 | Neal  | Gary     | 7 Yes, 1 No        |
| 299      | Field driver salary                    | \$45      | 1/23/12 | Neal  | Gary     | Passed unanimously |
| 299      | Field driver expenses                  | \$50      | 1/23/12 | Neal  | Gary     | Passed unanimously |

Discussion of Stabilization fund and capital expenses – tabled

No mail to be reviewed

Other FinCom business – BLF meeting update from Gary/Neal – there was a lot of discussion about unionization and regionalization.

New email for FinCom – [fincom@town.boxborough.ma.us](mailto:fincom@town.boxborough.ma.us). Please forward your email to Karim so he can add recipients.

No reserve fund transfers

Beacon letter – should come from FinCom. Karim to work with Sue.

**Town of Boxborough**



**Finance Committee**

Saturday (Jan 28) school budget meeting – Gary and/or Amy to attend.

The meeting was adjourned at 8:58PM moved by Susan and seconded by Neal, unanimous.

Next FinCom meeting – January 30, 2012

Respectfully submitted by:

Dilip Subramanyam

FinCom Secretary

January 23, 2012

**Reserve Fund**

| Item               | Date     | Cost      | Left in Reserve | Reason                                  |
|--------------------|----------|-----------|-----------------|---|
| Initial reserve    |          |           | \$185,000.00    | Initial amount from article 5           |
| Building inspector | 8/8/2011 | 2807.07   | \$182,193       | No funds in salary line                 |
| Building inspector | 9/26/11  | 800.00    | \$181,393       |   |
| Consultant fee     | 9/26/11  | \$2800.00 | \$178,593       | Study of Department heads salary survey |
| Assessor Salary    | 9/26/11  | \$5500.00 | \$173,093       | In lieu of outsourcing                  |
| Consulting Fee     | 10/17/11 | \$400.00  | \$172,693       | Add Library salary survey               |
| Building inspector | 11/14/11 | \$1200.00 | \$171,493       | Through period ending 10/12             |
| Building Inspector | 11/21/11 | \$1200.00 | \$170,293       | Through period ending 11/9              |
| Building Inspector | 12/19/11 | \$1801.00 | \$168492        | Through period ending 12/19             |
| Veteran's Benefits | 1/9/12   | \$5617.71 | \$162874.29     |   |