

Town of Boxborough



Finance Committee

FinCom Meeting Minutes for: January 30, 2012

Venue: Town Hall – Morse Room

Attendees:

FinCom

1. Susan Bak
2. Karim Raad
3. Gary Kushner
4. Jim Ham
5. Dilip Subramanyam

Missing from FinCom: Joe Niro, Amy Burke, Bill Burke, Neal Hesler

The meeting was called to order at 7:12 PM.

Susan moved and Karim seconded – Jan 9 and Jan 23 minutes (amended by Susan) approved.

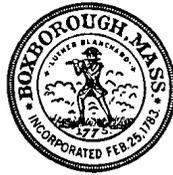
Update from Mike Guzzo – Reviewed Rev 6A (with additional changes) of the budget. Fire budget increased. Bill is still reviewing the changes – to be discussed at the next meeting. Jim discussed the Police budget. Jim and Joe met with the chief. Assumptions so far – 0% for the chief and patrolmen, 1% for non-union. Quinn – stays if the person already has it. Regarding Quinn additions there are two cases where the FinCom needs clarification. New hire and one other officer who obtained his degree recently. Frank Powers has requested a reduction in community outreach activities and no second vehicle. Town details down from last budget (about \$5K). Net is \$13K increase in salaries. Lock up attendants higher. Question is why was last year's budget for this item so low? Community outreach still looks unaffordable. Approximately 500 hours more in 2013. Full time OT slightly higher but the savings from last year still holding.

Police Expenses – Utilities up 3%. Can we leave budget unchanged from last year? Professional Development is all for the Chief who is pursuing a Master's Degree. Telephone and internet increases look OK. \$2500 for community outreach so total increase for 2013 for this item is about \$28K.

Energy committee – discussion about “pay as you go”. Karim has a financial model. DPW has a deficit of around \$26K (due to CRT's and other big ticket items). Question is whether to consider a bag program or increase sticker fees?

Members adjourned at 8:30 PM to hear the Police chief's budget presentation to the BoS. Quinn question about the officer who just completed his degree was resolved – officer is eligible since he was enrolled prior to the changes in the contract. We are in a transition period where Quinn will eventually go away by attrition. There was a lot of discussion about the budget increases especially as they affect OT. Regarding the expense budget there was a discussion about how to handle risks associated with aging equipment especially since there is a capital plan.

Town of Boxborough



Finance Committee

The chief is looking to add one car and refurbish two more – should add at least two maybe three years to the life of the vehicle. There was a lot of discussion about how best to manage this cost. Consensus was to try refurbishing one car.

FinCom addressed the submitted budgets and voted on the following accounts: (new items are differentiated by the date of the vote)

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
422	Public Works - salaries	\$478,010	1/30/12	Susan	Jim	Passed unanimously
422	Public Works - expenses	\$226,640	1/30/12	Susan	Jim	Passed unanimously
423	Snow & Ice - salaries	\$54,536	1/30/12	Susan	Jim	Passed unanimously
423	Snow & Ice - expenses	\$106,350	1/30/12			Skipped over

Town of Boxborough



Finance Committee

424	Street Lighting	\$3,000	1/30/12	Susan	Jim	Passed unanimously
425	Hager well maintenance	\$26,400	1/30/12	Susan	Jim	Passed unanimously

New email for FinCom – fincom@town.boxborough.ma.us. Please forward your email to Karim so he can add recipients.

No reserve fund transfers

Meeting was adjourned at 9:37 PM – by unanimous vote.

Next FinCom meeting – February 6, 2012

Respectfully submitted by:
 Dilip Subramanyam
 FinCom Secretary
 January 30, 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	