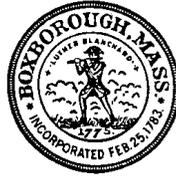


Town of Boxborough



Finance Committee

FinCom Meeting Minutes for: February 6, 2012

Venue: Town Hall – Morse Room

Attendees:

FinCom

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

Missing from FinCom: Karim Raad

The meeting was called to order at 7:09 PM.

Bill moved and Susan seconded – Jan 30 minutes approved.

Update by Mike Guzzo – Rev 7 is the latest version of the budget circulated today. Changes in capital will be in Rev 8.

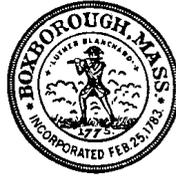
Blanchard school budget came in at 5.8% - this was considered to be unacceptable. Discussion about how the FinCom should respond. Can we cap the increase at 2.5%? SPED increase is 3.2% (mandated). Number of SPED students has increased by around 5. Most of the increase is for SPED aides. It was agreed that the FinCom needs to meet with the school committee to understand and come to terms. Guideline (target) for total increase will be 3% for now to be communicated by Sue and Amy. No retirees this year. Possibly one retirement next year.

At the Thursday night meeting most of the savings from regionalization were thought to be from state reimbursement for transportation. Can we invite Mary Brolin and Mac Reid to a future FinCom meeting? The FinCom needs to more fully understand what the potential savings can be from regionalization. Additional discussion about regionalization of other departments.

Gary to present capital budget to BoS at 8:30 PM.

Police budget Salary (Jim/Joe) – increase due to Quinn (education and professional development), new Sergeant and community outreach. There was a lot of discussion about how we can reduce the overall increase in the police budget. One suggestion was to double the community outreach budget from 2012 and reduce the salary line by approx.. \$16K. Estimates of increase might then be around 3% as opposed to over 5% currently in the proposed budget.

Town of Boxborough



Finance Committee

Police expenses – The FinCom felt that funding for education should be removed from the budget until the chief actually enrolls in a Master’s program. Or leave the funds in the budget and restrict the overall increase to a lower amount. Additional discussion about automobile purchases versus refurbishments proposed. There was general consensus that two cars should be refurbished and the new automobile purchase removed from the budget.

Library expenses – discussion was about disproportionate increase versus salary increase. Liaisons to library to do more discovery about the reason for this.

Other Business:

Friends of Lower Fields (Amy) – Presentation next week to BoS. Bring questions for clarifications.

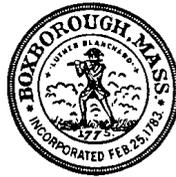
Pay as you throw – Presentation to BoS next week.

BoS is looking to introduce a Code of Conduct policy per Susan.

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

Town of Boxborough



Finance Committee

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
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
210	Police - Salaries	\$962,553	2/6/12	Jim	Joe	Tabled. Sense of the FinCom is that the salary line reduced to 3.5% increase exclusive of COLA.
210	Police Expenses	\$145,606	2/6/12	Jim	Joe	Tabled. Consensus described in the minutes to be communicated to the chief by the liaisons.
610	Library - salaries	\$201,066	2/6/12	Susan	Neal	1% increase per Maureen. Passed unanimously
610	Library - expenses	\$116,264	2/6/12	Susan	Neal	Tabled
630	Recreation Committee salaries	\$25,954	2/6/12	Amy	Neal	Passed unanimously
630	Recreation Committee - Other	\$9,600	2/6/12	Amy	Neal	Passed unanimously
691	Historical Commission	\$3,169	2/6/12	Susan	Amy	Passed unanimously
692	Public Celebrations	\$665	2/6/12	Susan	Neal	Yes – 6, 1 abstention
693	Steele Farm	\$500	2/6/12	Susan	Neal	Passed unanimously
699	A-B Cultural Council	\$1,500	2/6/12	Susan	Neal	Passed unanimously
710	Maturing Debt - Principal	\$750,000	2/6/12	Neal	Jim	Passed unanimously
751	Maturing Debt - Interest	\$483,453	2/6/12	Neal	Jim	Passed unanimously

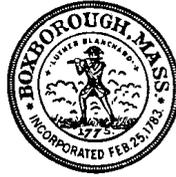
New email for FinCom – fincom@town.boxborough.ma.us. Please forward your email to Karim so he can add recipients.

No reserve fund transfers

Meeting was adjourned at 9:10 PM – by unanimous vote.

Next FinCom meeting – February 13, 2012

Town of Boxborough



Finance Committee

Respectfully submitted by:
Dilip Subramanyam
FinCom Secretary
February 6, 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
Asector 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	