

**Town of Boxborough**



**Finance Committee**

FinCom Meeting Minutes for: February 13, 2012

Venue: Town Hall – Morse Room

**Attendees:**

**FinCom**

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

Missing from FinCom: Karim Raad, Bill Burke

The meeting was called to order at 7:15 PM.

Amy moved and Neal seconded – Feb 6 minutes approved.

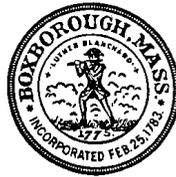
Update by Mike Guzzo – Rev 8 discussion. Per Mike, the current budget if passed will result in a tax rate decrease of 2 cents. However, this can change if the total valuation in town changes. Per Neal, borrowing costs are very low right now so can we add debt without affecting the town credit rating? Mike to research debt as a percentage of budget for the past 10 years. Snow and ice budget looks very positive due to the mild winter this year. Not a good idea to cut this for next year. Fuel budget looks OK right now – projected to end the year at \$80.5K.

Discussion about location for Feb 27 meeting – Amy to check on availability of the Library meeting room and inform Bruce. However, Selina later reminded the FinCom that it might be better to stay at town hall since there is a meeting with the BoS on warrant articles. To be posted by Karim when he returns.

Feb 21 BLF Meeting – Bruce is looking for agenda items. One item should be health insurance potential reimbursement changes if the teachers want to negotiate a shorter contract? Another item should be an update on regionalization/unionization. Other items – status of generator grants, other regionalization opportunities (Dispatch, DPW, etc.).

Police budget discussion – how many cars to refurbish – 1 or 2? What about the new car purchase in the budget – remove or keep? Without the car, we need a new target increase for the budget. Consensus was to leave the car in the budget and target a total increase of 3.5% in the budget (does not include salary changes from on-going contract negotiations).

**Town of Boxborough**



**Finance Committee**

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

<b>Line No.</b>	<b>Description</b>	<b>Amount</b>	<b>Date</b>	<b>Moved</b>	<b>Seconded</b>	<b>Vote</b>
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
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

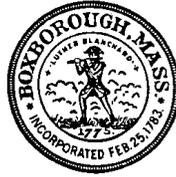
Town of Boxborough



Finance Committee

						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
241	Building Inspector Salary	\$40,500	2/13/12	Jim	Susan	Passed unanimously
241	Building inspector - other	\$2,689	2/13/12	Jim	Susan	Passed unanimously
610	Library – Other expenses	\$115,764	2/13/12	Jim	Susan	Passed unanimously
491	Cemetery - Salaries	\$8,562	2/13/12	Jim	Susan	Passed unanimously
491	Cemetery - Other	\$1,000	2/13/12	Jim	Susan	Passed unanimously
431	Hazardous waste - Other	\$5,000	2/13/12	Jim	Susan	Passed unanimously
523	Mental Health Services – Other	\$0	2/13/12	Jim	Susan	Passed unanimously
599	Animal inspector - salary	\$969	2/13/12	Jim	Susan	Passed unanimously
599	Animal inspector - other	\$100	2/13/12	Jim	Susan	Passed unanimously
600	Animal control officer - salary	\$2,629	2/13/12	Jim	Susan	Passed unanimously
600	Animal control - other	\$400	2/13/12	Jim	Susan	Passed unanimously
141	Assessor - Salaries	\$39,700	2/13/12	Jim	Susan	Passed unanimously
141	Assessor - Other	\$8,008	2/13/12	Jim	Susan	Passed unanimously
161	Town Clerk - expenses	\$2,283	2/13/12	Jim	Susan	Passed unanimously
162	Elections & Registration – salaries	\$5,251	2/13/12	Jim	Susan	Passed unanimously
162	Elections & Registrations – expenses	\$6,320	2/13/12	Jim	Susan	Passed unanimously
510	Landfill monitoring - other	\$6,000	2/13/12	Jim	Susan	Passed unanimously
511	Board of Health - salaries	\$501	2/13/12	Jim	Susan	Passed unanimously
511	Board of Health - other	\$16,990	2/13/12	Jim	Susan	Passed unanimously
519	Environmental services - other	\$10,492	2/13/12	Jim	Susan	Passed unanimously
522	Nursing services - other	\$4,696	2/13/12	Jim	Susan	Passed unanimously

**Town of Boxborough**



**Finance Committee**

541	COA - salaries	\$43,540	2/13/12	Jim	Susan	Passed unanimously
541	COA - other	\$3,050	2/13/12	Jim	Susan	Passed unanimously
543	Veteran's salaries	\$670	2/13/12	Jim	Susan	Tabled

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.

Reserve fund transfers – Jim moved and Susan seconded – salary expense for building inspector – passed unanimously.

Meeting was adjourned at 9:27 PM – moved by Neal and seconded by Amy - unanimous vote.

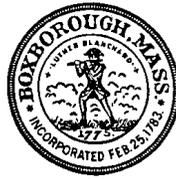
Next FinCom meeting – February 27, 2012

Respectfully submitted by:  
 Dilip Subramanyam  
 FinCom Secretary  
 February 13, 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	\$168,492	Through period ending 12/19
Veteran's Benefits	1/9/12	\$5617.71	\$162,874.29	State legislation change
Building Inspector	2/13/12	\$15,241	\$147,633.29	Through June 2012

Town of Boxborough



Finance Committee

Attachment:

ACCOUNT	LIAISON	DESCRIPTION	AMOUNT	DATE	MOVED	SECOND	VOTE	NOTES
114	KR	Moderator	\$50	1/23/12	NH	GK	8-0	
119	NH / DS	Constable	\$175	1/23/12	NH	GK	8-0	
122	KR / JN	Selectman Salaries	\$2,000	1/23/12	NH	GK	8-0	
122	KR / JN	Selectman Expenses	\$2,018	1/23/12	NH	GK	8-0	
123	NH / DS	TA - Salary						
123	NH / DS	TA -Expenses						
131	KR	FinCom	\$450	1/23/12	NH	GK	8-0	
135	NH / DS	Accountant Salary	\$69,079	1/23/12	NH	GK	8-0	
135	NH / DS	Accountant Expenses	\$25,666	1/23/12	NH	GK	8-0	
141	NH / DS	Assessor Salary	\$39,700	2/13/12	JH	SB	7-0	
141	NH / DS	Assessor Expenses	\$8,008	2/13/12	JH	SB	7-0	
145	NH / DS	Treasurer Salary	\$70,079	1/23/12	NH	GK	8-0	
145	NH / DS	Treasurer Expenses	\$12,480	1/23/12	NH	GK	8-0	
146	NH / DS	Tax Collector Salary	\$61,070	1/23/12	NH	GK	8-0	
146	NH / DS	Tax Collector Expenses	\$16,761	1/23/12	NH	GK	5-3	
151	KR	Legal Expenses	\$64,000	1/23/12	NH	GK	8-0	
152	JN / JH	Personnel Board Expenses	\$260	1/23/12	NH	GK	8-0	
161	NH / DS	Town Clerk Salary	\$41,547	1/23/12	NH	GK	6-2	
161	NH / DS	Town Clerk Expenses	\$2,283	2/13/12	JH	SB	7-0	
162	NH / DS	Elect/Reg Salary	\$5,251	2/13/12	JH	SB	7-0	
162	NH / DS	Elect/Reg Expenses	\$6,320	2/13/12	JH	SB	7-0	
171	KR	Conservation Expenses	\$2,150	1/23/12	NH	GK	8-0	
175	KR	Planning Board Salaries	\$69,624	1/23/12	NH	GK	8-0	
175	KR	Planning Board Expenses	\$4,497	1/23/12	NH	GK	8-0	
176	KR	Zoning Board Expenses	\$335	1/23/12	NH	GK	8-0	
179	KR	Agricultural Comm Expenses	\$200	1/23/12	NH	GK	8-0	
192	NH / DS	Town Hall Salaries						
192	NH / DS	Town Hall Expenses						
199	KR	Energy Comm Expenses	\$200	1/23/12	NH	GK	8-0	
210	JN / JH	Police Salaries						
210	JN / JH	Police Expenses						
220	WB / JN	Fire Salaries						
220	WB / JN	Fire Expenses						
221	JN / JH	Dispatch Salaries						

Town of Boxborough



Finance Committee

221	JN / JH	Dispatch Expenses					
241	NH / DS	Building Insp Salaries	\$40,500	2/13/12	JH	SB	7-0
241	NH / DS	Building Insp Expenses	\$2,689	2/13/12	JH	SB	7-0
292	JH	Dog Officer Salaries	\$10,791	1/23/12	NH	GK	7-1
292	JH	Dog Officer Expenses	\$1,625	1/23/12	NH	GK	7-1
299	JH	Field Driver Salaries	\$45	1/23/12	NH	GK	8-0
299	JH	Field Driver Expenses	\$50	1/23/12	NH	GK	8-0
300	AB / SB / JH	Blanchard Salaries					
300	AB / SB / JH	Blanchard Expenses					
310	AB / SB	MM Vocational Assessmt					
320	GK	ABRHS Assessment					
422	KR	Public Works Salary	\$478,010	1/30/12	SB	JH	8-0
422	KR	Public Works Expenses	\$226,640	1/30/12	SB	JH	8-0
423	KR	Snow & Ice Salary	\$54,536	1/30/12	SB	JH	8-0
423	KR	Snow & Ice Expenses					
424	KR	Street Lighting Expenses	\$3,000	1/30/12	SB	JH	8-0
425	KR	Hager Well Expenses	\$26,400	1/30/12	SB	JH	8-0
429	KR	Fuel Expenses					
431	KR	Hazardous Waste Expenses	\$5,000	2/13/12	JH	SB	7-0
491	KR	Cemetery Salaries	\$8,562	2/13/12	JH	SB	7-0
491	KR	Cemetery Expenses	\$1,000	2/13/12	JH	SB	7-0
510	KR	Landfill Monitoring	\$6,000	2/13/12	JH	SB	7-0
511	SB / AB	Board of Health Salary	\$501	2/13/12	JH	SB	7-0
511	SB / AB	Board of Health Expenses	\$16,990	2/13/12	JH	SB	7-0
519	KR	Environmental Services Expenses	\$10,492	2/13/12	JH	SB	7-0
522	KR	Nursing Services Expenses	\$4,696	2/13/12	JH	SB	7-0
523	KR	Mental Health Services	\$0	2/13/12	JH	SB	7-0
541	JN / SB	CoA Salaries	\$43,540	2/13/12	JH	SB	7-0
541	JN / SB	CoA Expenses	\$3,050	2/13/12	JH	SB	7-0
543	GK	Veterans Salaries					
543	GK	Veterans Services					
599	GK	Animal Inspector Salary	\$969	2/13/12	JH	SB	7-0
599	GK	Animal Inspector Expenses	\$100	2/13/12	JH	SB	7-0
600	GK	Animal Control Salary	\$2,629	2/13/12	JH	SB	7-0
600	GK	Animal Control Expenses	\$400	2/13/12	JH	SB	7-0
610	SB / NH	Library Salaries	\$201,066	2/6/12	SB	NH	8-0
610	SB / NH	Library Expenses	\$115,764	2/13/12	JH	SB	7-0

Discussed but  
Tabled  
(1/30/12)

**Town of Boxborough**



**Finance Committee**

630	<b>AB / NH</b>	Rec Comm Salaries	\$25,954	2/6/12	AB	NH	8-0	
630	<b>AB / NH</b>	Rec Comm Expenses	\$9,600	2/6/12	AB	NH	8-0	
691	<b>SB / NH</b>	Hist Comm Expenses	\$3,169	2/6/12	SB	AB	8-0	
692	<b>SB / NH</b>	Public Celebration Expenses	\$665	2/6/12	SB	NH	6-1	1 Abstention
693	<b>SB / NH</b>	Steele Farm Expenses	\$500	2/6/12	SB	NH	8-0	
699	<b>SB / NH</b>	AB Cultural Council	\$1,500	2/6/12	SB	NH	8-0	
710	<b>NH / DS</b>	Debt Principal	\$750,000	2/6/12	NH	JH	8-0	
751	<b>NH / DS</b>	Debt Interest	\$483,453	2/6/12	NH	JH	8-0	
830	<b>JN / WB</b>	MDX County Retirement						
912	<b>WB / SB</b>	Other Benefit Insurance						
915	<b>WB / SB</b>	Employee Benefits						
945	<b>WB / SB</b>	Liability Insurance						
132	<b>WB</b>	Reserve Fund	\$185,000	1/23/12	NH	GK	8-0	