

Town of Boxborough



Finance Committee

FinCom Meeting Minutes for: February 27, 2012

Venue: Town Hall – Grange Room

Attendees:

FinCom

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

Missing from FinCom: Neal Hesler

The meeting was called to order at 7:00 PM.

Discussion with BoS on warrant articles:

#'s 5, 6 & 7 – Articles will address only the financial impact to the town. Collective bargaining articles (FinCom) – some agreements may not be completed by town meeting. Order of articles – before or after the budget? It was agreed to keep the collective bargaining articles prior to the budget. Add an article for collective bargaining agreement for the school.

#9 - Transfers to the stabilization fund – need a placeholder – same as last year (approx. \$182K)?

#10 - Transfer of Free Cash to starting funding the retirement pension. Recommendation of Treasurer

#11 - AB Regional Lower fields. Don't know what this number is. This number will be booked as construction rather than capital

#12 - Generators. This number assumes we get the grant money. Otherwise the cost would be \$250K to \$350K

#13 - Public Works Generator. Needed to make sure fuel pumps and lights are operational in the event of a power outage. This is a guestimate. Not a final number. Are there any grants available for this item? Don't know.

#14 - Field Mower. Parts no longer available for older mowers. Need to replace. New mower will be able to climb steep slopes. In capital plan.

#15 - Energy Commission proposed a study to replace receptacles with compactors for recyclables. This is an engineering study to gage impact on wet lands. Cost somewhere between \$5-10K. Pay as you throw on the back burner for now.

#16 – Painting town hall. Because of lead paint, town hall employees will require training so scope has changed. Sounds like we may need to put the job out to bid?

#17 – Refurbish 2006 automobile. Quote has come in itemized. May not be as high as \$13K. Frank Powers to provide write-up.

Town of Boxborough



Finance Committee

- #18 – BoS – install A/C unit in Day room at Fire Department. Need additional quotes. Initial estimate \$20,000 - but may come down to \$15,000
 - # 19 – Automobile for Fire Chief – first responder car, approx.120K miles? The chief is planning on keeping the existing vehicle for fire dept. use
 - #20 – unfunded state mandated training plus software.
 - #21 – ConsCom – Transfer \$5K (same as last year)
 - #22 - Claire & Kurt – Consultant was asked to look at windows, walls and roof - need work. Roof is out of warranty. Last time the roof was worked on was in 1995. Are we talking about a section of the roof ? Yes - Over the music room and gym. First estimate was \$130K for windows. New estimate is \$180K. The roof is scheduled at \$90K per section (4 sections), but planned for FY2017
 - #23 – Masonry repair – highest priority for the school. Multiple sections near the back staircase.
 - #24 – carpeting – replace sections every year rather than once overall to keep cost manageable.
 - #25 – Lighting in Gym and Library- cost savings expected. Payback about 2.5 years
 - #26 - Fencing around the school. Safety issue for children
 - #27 – Gym and library lighting –# - Fencing – safety issue
 - #28 – 21 Two-way radios – to facilitate communication on same wavelength. Police recommended this vendor.
 - #30 - Community Center - negotiated at \$900/month
 - #31 - Right to Farm law. No financial implications on the Town
 - #35 - Set up a revolving account for the use of the soccer fields. Need to set a maximum. \$10,000 was suggested
- Two new warrant articles – 1) \$5,215.25 Book keeping error in the school's records. The money went to Free Cash should have gone somewhere else. School MTRS grant payment, and 2) Workers' Compensation insurer has financial problems. Some sort of state ordered reorganization. Insurer assessment based on claims history. Assessment: \$3,100 first year, \$3,100 second year and \$3,600 third year.

Meeting with School Committee on FY'13 budget:

Jim, Joe and Karim led the discussion. Focus was on budget increases.

Warrant articles:

School Budget: (Dr. Bates)

478 students to decline to 450 in 2013 school year. SPED a major driver of increase. Budget includes step and retirement per the teacher agreement. Decrease in various revenue sources. Some funds to come from extended day program. Elimination of 1 bus.

Claire presentation to full FinCom. Mission statement, org chart, info tech specialist (part time) – to help with reports needed to the state + possible additional person (unfunded mandate)?

The 5.4% increase does not include COLA and some other items to be discussed later. On target for FY'12 so far. Unbudgeted items – boiler repair, asbestos removal. \$65K reserve fund transfer to cover part of this. New assistant principal is currently helping with the administration of the SPED program. Pen KG seats – trying to fill open seats with Acton kids (Maria Altieri is the Acton contact). Otherwise will have to eliminate one section. KG class guideline is 20. Resistance to class size of 22 if a section is cut. With 10 kids from Acton, additional revenue is approx. \$60K. Jim to follow up off-line with School Committee and Dr. Bates to further understand the issue.

Town of Boxborough



Finance Committee

Personnel side - \$30K to backfill Assistant principal. Additional 4 SPED aide positions – mandate depends on IAP (committee of parents, SPED, etc.). Primary goal is to keep students in the district to save on transportation costs. Five plus one cluster of 3 to be covered by the 4 SPED additions. 31 school choice students some of whom have SPED needs. Question of how these costs are covered – per Claire, probably not. Potential revenue is about \$10K but this is lower than what it costs to provide the SPED service. How much of the \$248K is offset? Difficult to estimate. 13.3% of the students (less than state average) require SPED treatment. Yet the budget calls for spending about 35% on these students.

Two new retirements – have opted for lump sum but not firm. Replacements budgeted at lower salaries.

Karim summarized the FinCom position overall.

Public participation: Jeanne Kangas spoke in support of the FinCom position. Susan Kenyon (Old Harvard Road) asked for some clarification on what items could be cut and what might be the impact.

FinCom meeting resumed at 9:30 PM. Gary – can we create a revolving fund for SPED? Fincom to finalize a recommendation for the school budget at next meeting for the liaisons to convey at the March 8 school committee meetingC

Karim/Susan letter to Rep. Benson and Senator Chang-Diaz (handout) – approved with modifications. Question about budget for books by the Library Director – need Neal to participate next Monday to finalize FinCom recommendation.

Meeting was adjourned at 9:52 PM – moved by Karim and seconded by Jim - unanimous vote.

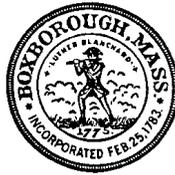
Next FinCom meeting – March 5, 2012

Respectfully submitted by:
Dilip Subramanyam
FinCom Secretary
February 27, 2012

FinCom addressed the submitted budgets and voted on the following accounts: (no new items were voted on at this meeting)

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

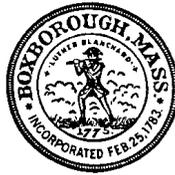
Town of Boxborough



Finance Committee

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 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	\$25,954	2/6/12	Amy	Neal	Passed unanimously

Town of Boxborough



Finance Committee

	salaries					
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
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. Please forward your email to Karim so he can add recipients.

Town of Boxborough



Finance Committee

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