

Town of Boxborough



Finance Committee

FinCom Meeting Minutes for: March 5, 2012

Venue: Town Hall – Morse Room

Attendees:

FinCom

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

Missing from FinCom: None

The meeting was called to order at 7:05 PM.

February 27 meeting minutes – Moved by Amy/seconded by Sue – approved unanimously

Budget Discussion (M. Guzzo): Rev. 11 - Favorable by \$115,266

Cruiser is now a warrant article per BoS. It is also still in the capital plan. Town administrator salary increase per BoS - \$4,095.

Library – budget increase should be 2.5% of the total budget including salaries (3 year rolling average). Total materials expenditures must be 19.5% of total budget. Current budget meets these criteria.

Fire budget update (Bill Burke)

Salaries increase by 1% (about \$8K). New item - Per diem coverage while a FTF is being trained in equipment maintenance (\$4890). Figure seems high (300 hours). Bill to investigate further. Can this be taken out of the OT line? Vehicle maintenance expense higher due to more vehicles \$14K was spent in 2011). \$7K in the 2013 budget for uniforms – this line item has increased by 30% over the last two years. Scott airpacks need to be replaced (equipment maintenance). Technology up by \$1800 – laptops need data feed (\$75/month for 2 laptops). Should there be a target increase for other expenses (less than 11%). 5% was suggested. Another possibility is to increase other expenses by \$6100 (6.3%) and keep all other lines flat. This brings the total budget increase to around 1.8% (does not include contract negotiations). Further reductions (offsetting equipment maintenance) bring the total budget increase down to around 1% (less COLA's).

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School Budget update (Karim and Jim):

Liaisons were invited to the next school committee meeting to get an update on the status of collective bargaining negotiations. What guidance can we give the liaisons regarding target increase for the budget? After a lot of discussion it was agreed that the target would be 4%. The school committee would then be required to find another \$10K in budget cuts. Another key message is to reduce salaries when hiring replacements. Some discussion about how to manage the uncertainty in the budget due to SPED mandated spending. Can we have two budgets – regular and SPED? Or a revolving fund? Average salary for a Boxborough teacher is the third highest in the peer group today. Amy recused herself from these discussions.

No discussion about warrant articles and review of FY'13 annual report.

Energy Committee proposal – Simon Bunyard, Carolyn Dann (Mass DEP)

Francie Nolde provided a summary – SMART (Save Money And Reduce Trash). Grant received from DEP to work on this initiative. The committee looked at comparable towns to analyze disposal costs which actually showed increases due to increase in hauling cost. So SMART is on the back burner for now. New proposal is to do a study to re-layout the transfer station to add compactors for recycling bins to reduce haulage. Savings per year estimated at \$30K. New layout streamlines the traffic and allows the operation of the compactors with no additional personnel. Schematic was presented with two different layout schemes. Warrant article – \$18K (based on 3 estimates) for survey of wetlands and a feasibility study to come up with options for the town to consider. Next year the committee expects to return with another article for construction. Estimated payback with a construction cost SWAG of \$80K is between 4.5 to 5 years. Two new trash container purchases scheduled for 2013 are on hold pending a decision on this proposal. Question about transfer station fees is open right now. Savings can be used to reduce the budget or reduce the sticker price. There was a lot of concern about the payback of 5 years and the total amount of warrant articles (>\$1 million) that have yet to be looked at.

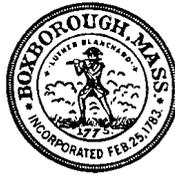
Sue updated FinCom on the Personnel Board's recent vote on Schedule B for FY2013. Schedule B has been revised to reflect a 1% increase for Intermittent and Per Diem employees and a 1.5% increase for those employees who are at the maximum of their salary range. There is no additional COLA for those employees who receive a Step increase of 3.5%. Personnel will present these recommendations to the BoS at an open hearing on Monday 3/12/2012.

Going forward, Personnel is reviewing a merit based system with salary ranges for each position - where Steps would be eliminated and replaced with a performance matrix. Discussions are still preliminary. No decisions have been made.

Meeting was adjourned at 9:45 PM – moved by Sue and seconded by Joe - unanimous vote.
Next FinCom meeting – March 12, 2012

Respectfully submitted by:

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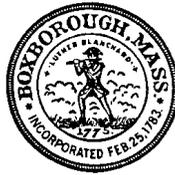
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Dilip Subramanyam
 FinCom Secretary
 March 5, 2012

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
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

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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
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

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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.

Reserve Fund Transfers:

\$65,000 for the School Committee – Joe moved and Jim seconded – 7 in favor, 1 recusal.

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	State legislation change
Building Inspector	2/13/12	\$15,241	\$147633.29	Through June 2012
School Committee	3/5/12	\$65,000	\$ 82,633.29	To partially offset SPED costs