

Town of Boxborough



Finance Committee

FinCom Meeting Minutes for: March 12, 2012

Venue: Town Hall – Morse Room

Attendees:

FinCom

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

Missing from FinCom: Karim Raad, Bill Burke

The meeting was called to order at 7:07 PM.

March 5 meeting minutes – Moved by Neal/seconded by Amy – approved unanimously

Budget Discussion (M. Guzzo): Rev. 12 - Favorable by \$126K. Only thing not included are salary increases for union contracts. Police and Selina included. Quinn – Mike to go through the change in the law and assess the impact on the budget. Can this change be included in the current contract negotiations? Pull old town meeting decision on Quinn to determine whether the assumption was 50% for the town. Do we need another warrant article this year?

School Budget Update (Jim):

The executive session dealt with the status of contract negotiations. The committee voted not to continue regionalization with Acton. Estimated savings to Boxborough from regionalization was estimated to be around \$100K, \$500K or so for Acton. Jim recommended a separate meeting to discuss this since this is a topic with a very large budget impact in out years. Should the savings potential be evaluated over more than just a year or two? Sue had a question about the FinCom recommendation to the school committee given the \$65K RFT for FY2012. Jim to clarify.

Police Budget (Jim)

Vehicle – \$40K was in the budget but was taken out and made a warrant article. The FinCom was not comfortable with this. Jim proposed that the FY13 budget for the cruiser be \$34K for a sedan rather than a SUV. The professional development budget was reduced. Current increase is \$2.5K versus \$9K previously. Based on this budget, the proposed salary increase for the chief is 5%. Community outreach was reduced also by \$4K. Net result of community outreach is more single officer shifts when this should be decreasing. Consensus of FinCom was to keep the vehicle in the budget at \$34K. The FinCom also felt that the salary increase for the chief was too high. Final recommendation was to leave the chief's salary proposal unchanged and reduce OT to FY2012 levels. Net increase was estimated to be around 2.4% which the FinCom felt comfortable with.

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Personnel Board (Sue)

Interims and per diems get 1%, Regular employees get only the step. G's get 1.5%.

Warrant articles – names assigned to each item to investigate for future vote.

FinCom agreed to do a Saturday meeting – preferably on March 24, 2012 at 8:00 AM

Meeting was adjourned at 10:00 PM – moved by Joe and seconded by Jim - unanimous vote.

Next FinCom meeting – March 19, 2012

Respectfully submitted by:

Dilip Subramanyam

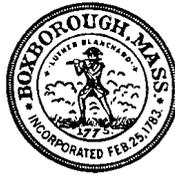
FinCom Secretary

March 12, 2012

FinCom addressed the submitted budgets and voted on the following accounts:

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	\$16761	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 Comm. expenses	\$200	1/23/12	Neal	Gary	Passed unanimously

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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	2/06/12	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	2/06/12	Jim	Joe	Tabled. Consensus described in the minutes to be communicated to the chief by the liaisons.
610	Library – salaries	\$201,066	2/06/12	Susan	Neal	1% increase per Maureen. Passed unanimously
610	Library - expenses	\$116,264	2/06/12	Susan	Neal	Tabled
630	Recreation Committee salaries	\$25,954	2/06/12	Amy	Neal	Passed unanimously
630	Recreation Committee – Other	\$9,600	2/06/12	Amy	Neal	Passed unanimously
691	Historical Commission	\$3,169	2/06/12	Susan	Amy	Passed unanimously
692	Public Celebrations	\$665	2/06/12	Susan	Neal	Yes – 6, 1 abstention
693	Steele Farm	\$500	2/06/12	Susan	Neal	Passed unanimously
699	A-B Cultural Council	\$1,500	2/06/12	Susan	Neal	Passed unanimously
710	Maturing Debt - Principal	\$750,000	2/06/12	Neal	Jim	Passed unanimously
751	Maturing Debt - Interest	\$483,453	2/06/12	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

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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
210	Police salaries	\$937,814	3/12/12	Gary	No second	Tabled
123	Town Administrator	\$95,095	3/12/12	Gary	Sue	Passed unanimously
123	Town admin expense	\$2775.00	3/12/12	Gary	Sue	Passed unanimously
135	Town accountant salary	\$69,421	3/12/12	Gary	Sue	Passed unanimously
145	Treasurer	\$70,421	3/12/12	Gary	Sue	Passed unanimously
146	Tax collector salary	\$61,366	3/12/12	Gary	Sue	Passed unanimously
146	Town Clerk	\$41,748	3/12/12	Gary	Sue	Passed 7-1
175	Planning Board	\$69,966	3/12/12	Gary	Sue	Passed unanimously
192	Town Hall Salaries	\$176,816	3/12/12	Gary	Sue	Passed unanimously
192	Town Hall Other	\$57,756	3/12/12	Gary	Sue	Passed unanimously
221	Dispatch salaries	\$233,898	3/12/12	Gary	Sue	Passed unanimously
221	Dispatch - other	\$34,135	3/12/12	Gary	Sue	Passed unanimously
310	Minuteman Vocational	\$227,929	3/12/12	Gary	Jim	Passed unanimously
320	ABRS Assessment	\$5,630,208	3/12/12	Gary	Sue	Passed unanimously
423	Snow & Ice - salaries	\$50,347	3/12/12	Gary	Sue	Passed unanimously
429	Fuel expenses	\$98,375	3/12/12	Gary	Sue	Passed unanimously
610	Library salary	\$200,536	3/12/12	Jim	Sue	Passed unanimously
541	COA - salaries	\$43,119	3/12/12	Gary	Sue	Passed unanimously
543	Veteran's salaries	\$670	3/12/12	Gary	Sue	Passed unanimously
543	Veterans - other	\$355	3/12/12	Gary	Sue	Passed unanimously

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

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Reserve Fund Transfers:

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
School Committee	3/5/12	\$65,000	\$ 82,633.29	To partially offset SPED costs

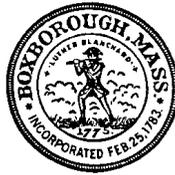
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ACCOUNT	LIAISON	DESCRIPTION	AMOUNT	DATE	MOVED	SECOND	VOTE	NOTES
114	KR	Moderator	\$50	1/23/12	NH	GK	8-0	
119	NH / DS	Constable	\$175	1/23/12	NH	GK	8-0	
122	KR / JN	Selectman Salaries	\$2,000	1/23/12	NH	GK	8-0	
122	KR / JN	Selectman Expenses	\$2,018	1/23/12	NH	GK	8-0	
123	NH / DS	TA - Salary	\$95,095	3/12/2012	GK	SB	7-0	
123	NH / DS	TA -Expenses	\$2,775	3/12/2012	GK	SB	7-0	
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 Salary	\$69,421	3/12/2012	GK	SB	7-0	
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 Salary	\$70,421	3/12/2012	GK	SB	7-0	
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 Salary	\$61,366	3/12/2012	GK	SB	7-0	
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 Salaries	\$69,966	3/12/2012	GK	SB	7-0	
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	

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192	NH / DS	Town Hall Salaries	\$176,816	3/12/12	GK	SB	7-0
192	NH / DS	Town Hall Expenses	\$57,756	3/12/2012	GK	SB	7-0
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	\$233,898	3/12/2012	GK	SB	7-0
221	JN / JH	Dispatch Expenses	\$34,135	3/12/2012	GK	SB	7-0
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	\$227,929	3/12/2012	GK	JH	7-0
320	GK	ABRHS Assessment	\$5,630,208	3/12/2012	GK	SB	7-0
422	KR	Public Works Salary	\$3	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
424	KR	Snow & Ice Salary	\$50,347	3/12/2012	GK	SB	7-0
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	\$98,375	3/12/2012	GK	SB	7-0
431	KR	Hazardous Waste Expenses	\$5,000	2/13/12	JH	SB	7-0
491	KR	Cemetary Salaries	\$8,562	2/13/12	JH	SB	7-0
491	KR	Cemetary 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

Discussed
but Tabled
(1/30/12)

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511	SB / AB	Board of Health Expenses	\$16,990	2/13/12	JH	SB	7-0	
		Environmental Services						
519	KR	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 Salaries	\$43,119	3/12/2012	GK	SB	7-0	
541	JN / SB	CoA Expenses	\$3,050	2/13/12	JH	SB	7-0	
543	GK	Veterans Salaries	\$670	3/12/2012	GK	SB	7-0	
543	GK	Veterans Services	\$355	3/12/2012	GK	SB	7-0	
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 Salaries	\$200,536	3/12/2012	JH	SB	7-0	
610	SB / NH	Library Expenses	\$115,764	2/13/12	JH	SB	7-0	
630	AB / NH	Rec Comm Salaries	\$25,954	2/6/12	AB	NH	8-0	
630	AB / NH	Rec Comm Expenses	\$9,600	2/6/12	AB	NH	8-0	
691	SB / NH	Hist Comm Expenses	\$3,169	2/6/12	SB	AB	8-0	
692	SB / NH	Public Celebration Expenses	\$665	2/6/12	SB	NH	6-1	1 Abstention
693	SB / NH	Steele Farm Expenses	\$500	2/6/12	SB	NH	8-0	
699	SB / NH	AB Cultural Council	\$1,500	2/6/12	SB	NH	8-0	
710	NH / DS	Debt Principal	\$750,000	2/6/12	NH	JH	8-0	
751	NH / DS	Debt Interest	\$483,453	2/6/12	NH	JH	8-0	
830	JN / WB	MDX County Retirement						
912	WB / SB	Other Benefit Insurance						
915	WB / SB	Employee Benefits						
945	WB / SB	Liability Insurance						
132	WB	Reserve Fund	\$185,000	1/23/12	NH	GK	8-0	