

Town of Boxborough



Finance Committee

FinCom Meeting Minutes for: March 24, 2012

Venue: Town Hall – Morse Room

Attendees:

FinCom

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

Missing from FinCom: None

Public Participation: Brigid Bieber, Rebecca Neville

The meeting was called to order at 9:15 AM.

March 19 meeting minutes – Moved by Neal/seconded by Jim – approved unanimously

Voted the last few remaining line items.

Discussion on warrant articles:

1. HS Lower fields restoration (Brigid was present for this discussion) – there was a general feeling that this was a different loan since there will be revenues coming in right from the beginning and that ABYS is putting up money up-front. There is a bank loan involved secured by the rental agreements between FOLF and sports clubs. There will be lighting and security camera and expanded facilities and concessions. The current ABRSD budget already reflects the first year cost. Amount for the first year was conservatively estimated at \$18-20K depending upon the interest rate. Cost decreases every year thereafter for a total cost of \$215,000 over 15 years. Gary moved, Amy seconded – recommended unanimously.
2. Special Town Meeting – COA lease (\$10,800) and Minuteman assessment (FY'12 amendment) - \$15,176. The FinCom defers its recommendation on the Minuteman item until further information is available. COA - \$900/mo. for FY'13 and \$945/mo. for FY'14. There were 141 events this year. Good utilization. Kitchen facility is a plus. Recommendation (Gary moved, Jim seconded) – unanimous.
3. Articles 2 and 3 – recommended unanimously. Add a comment for town clerk and tax collector on whether the figure increased or not from last year.
4. Article 4 – Personnel Board – Amend schedules A & B – Steps remain the same as FY'12 except for “G” plus increase will be 1.5% for FY'13. Add explanation to the warrant article recommendation – recommended unanimously

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5. Articles 5 through 7 - FinCom articles on collective bargaining agreement cost – contracts might not be done by town meeting but the consensus was to leave these in and pass over them if there were no contracts. Recommended to defer until town meeting (Sue moved, Jim seconded).
6. Article 8 – taken out by BoS – School committee to provide a brief presentation on salaries at town meeting.
7. Article 8 – Town operating budget (Gary moved/Jim seconded) – recommended unanimously.
8. Article 9 – vote on sense of meeting (no financial impact) of regionalization/job sharing – the committee is looking for direction from the town. Jim described the regionalization benefits which are currently conservative since they only include transportation and administrative savings – Moved by Gary/Seconded by Jim – the recommendation was to support continuation of exploration of regionalization over job sharing – unanimous for regionalization and not in favor of job sharing.
9. Article 10 – FinCom transfer of \$ from free cash to stabilization – what should this amount be? Skipped over until meeting with the BoS.
10. Article 11 – Transfer \$ from Free Cash to OPEB Trust Fund – (Neal) important to address unfunded liabilities – affects credit rating – need some explanation of the amount and the liability which will be added – moved by Gary/seconded by Jim – after considerable discussion of what the amount should be, the motion was tabled.
11. Article 12 – Emergency generators for Hager Well and Blanchard School – the amount assumes a grant from FEMA – moved by Gary/seconded by Jim – unanimous contingent on funding by the grant.
12. Article 13 – DPW generator – in the capital plan – moved by Gary/seconded by Jim – recommended unanimously. Can possibly bond this item.
13. Article 14 – Field mower for DPW – moved by Gary/seconded by Jim – recommended unanimously. Can this be bonded?
14. Article 15 – moved by Gary/seconded by Jim - \$18K for transfer station study – tabled until Monday
15. Article 16 – Town Hall painting – no \$ available but \$50K in capital plan. BoS has already voted to recommend this – moved by Gary/seconded by Jim – recommended unanimously
16. Article 17 – additional staff position (10 hours/week) for support to tax collector and treasurer – moved by Gary/seconded by Jim – recommended unanimously.
17. Article 18 – Refurbish police cruiser – moved by Gary/seconded by Jim – recommended unanimously.
18. Article 19 – Vehicle for Police Chief – moved by Gary/seconded by Jim – original proposal was for a sedan, now a SUV – recommendation by FinCom was unanimous as not in favor of this article. There is another vehicle in the budget.
There was some discussion about the Sergeant position. The FinCom was divided about this.
19. Article 23 – Moved by Gary/seconded by Jim – Replace roof for a section of Blanchard School – recommended unanimously. Sue recommended bonding this. There was some discussion about whether to increase this amount to add roof replacements scheduled for next year.
20. Article 24 – Gary moved/Jim seconded – Mortar and masonry repair – amount is an estimate by the consultant – recommended unanimously.
21. Article 25 – Carpeting – Gary moved/Jim seconded – recommended unanimously.

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22. Article 26 – Gary moved/Jim seconded – Replace lighting in Gym and Library – payback is 2 years – recommended unanimously
23. Article 27 – Gary moved/Jim seconded – recommended unanimously
24. Article 28 – 2 Way radios – Gary moved/Jim seconded – about \$300/unit which is expensive but this is a public safety issue – recommended unanimously.
25. Article 29 – MTRS – Gary moved/Jim seconded – Prior fiscal year item – recommended unanimously.
26. Article 21 – AC System for Fire Department – Gary moved/Jim seconded – recommended unanimously.
27. Article 22 – Gary moved/Jim seconded – Vehicle for Fire Department – Emergency Response SUV – current vehicle purchased in 2004 has 110K miles on it. \$50K price tag seems high – due to equipment needed in it – is in the capital plan for this year – tabled until Monday meeting with the chief.
28. Article 30 – Library painting – Gary moved/Joe seconded – recommended unanimously.
29. Article 31 – Planning Board – consultant expense for build out analysis – Gary/Joe – recommended by a vote of 5-3.
30. Article 32 – Conservation Commission - \$5K for Conservation Trust Fund – Gary moved/Joe seconded – Not recommended 1-7.
31. Article 33 – Gary moved/Joe seconded – Agricultural Commission - Right to Farm - recommended unanimously
32. Article 34 – Gary moved/Joe seconded – Planning Board - Amend zoning bylaw – adding definitions for Landscaping Contractors and Landscaping Services Use – to help determine special permitting needs – no change for R1 – recommended unanimously.
33. Article 35 – Eminent domain for sidewalk – Gary moved/Joe seconded – recommended unanimously.
34. Article 36 – Establish Revolving fund for field permit fees - Gary moved/Joe seconded – recommended unanimously
35. Article 37 – Sense of Meeting - Resolution to Support Passage of a Constitutional Amendment Defining Rights of Individual Persons - Gary moved to not recommend, Joe seconded – 7-1 vote.
36. Article 38 – Petition article – Gary moved to not recommend, Joe seconded – unanimous vote.
37. Article 39 – Close out old Articles - Gary moved/Joe seconded – recommended unanimously
Gary moved all remaining consent articles – Gary moved/Joe seconded – recommended unanimously.

Send all comments on warrant article recommendations to Gary by Monday 4:00 PM for review that evening.

Reserve Fund Transfer: No action on Police vehicle repair expense.

FinCom to discuss a response to letter/write-up in the Beacon about the BLF meeting last Tuesday.

Meeting was adjourned at 1:25 PM – moved by Sue and seconded by Joe - unanimous vote.

Next FinCom meeting – Monday March 26, 2012 at 7 PM – Town Hall, Morse Room

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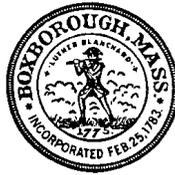
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Respectfully submitted by:
 Dilip Subramanyam
 FinCom Secretary
 March 24, 2012

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
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

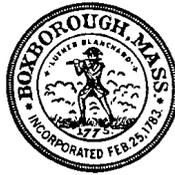
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424	Street Lighting	\$3,000	1/30/12	Susan	Jim	Passed unanimously
425	Hager well maintenance	\$26,400	1/30/12	Susan	Jim	Passed unanimously
210	Police - Salaries	\$962,553	2/06/12	Jim	Joe	Tabled. Sense of the FinCom is that the salary line reduced to 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
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 –	\$6,320	2/13/12	Jim	Susan	Passed unanimously

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	expenses					
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
141	Assessor - expense	\$9,008	3/19/12	Karim	Neal	Passed unanimously
210	Police - salaries	\$931,429	3/19/12	Jim	Joe	Passed unanimously
210	Police - expenses	\$137,706	3/19/12	Jim	Joe	Passed unanimously
220	Fire - salaries	\$716,199	3/19/12	Bill	Jim	7 in favor, 1 abstain
220	Fire – other expenses	\$102,650	3/19/12	Bill	Jim	Passed 7-1
300	Blanchard school	\$5,832,751	3/19/12	Jim	Sue	7 in favor, 1 abstain
830	County retirement assessment – total other	\$504,212	3/19/12	Neal	Bill	7 in favor, 1 abstain
912	Other benefit insurance	\$66,685	3/19/12	Neal	Bill	7 in favor, 1 abstain
915	Employee benefits	\$1,404,740	3/19/12			7 in favor, 1 abstain
945	Liability insurance	\$85,700	3/19/12	Neal	Bill	7 in favor, 1 abstain
610	Library Salaries	\$200,391	3/24/12	Jim	Bill	Passed unanimously
423	Snow & ice – other expenses	\$110,539	3/24/12	Jim	Bill	Passed unanimously
422	Public Works - salaries	\$479,505	3/24/12	Jim	Bill	Passed unanimously

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

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	\$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
Expense – Water Heater for Police	3/19/12	\$1,888.30	\$80,744.99	Earlier commitment by FinCom
Repair expense – Police vehicle #15	3/19/12	\$2,399.00		Tabled
Repair expense – Police vehicle #15	3/24/12	\$2,399.00		No action