

**Town of Boxborough**



**Finance Committee**

FinCom Meeting Minutes for: April 9, 2012

Venue: Town Hall – Morse Room

**Attendees:**

**FinCom**

1. Amy Burke
2. Karim Raad
3. Bill Burke
4. Susan Bak
5. Gary Kushner
6. Dilip Subramanyam

Missing from FinCom: Jim Ham, Joe Niro, Neal Hesler

**Public Participation:**

The meeting was called to order at 7:03 PM.

March 26 meeting minutes – Moved by Bill /seconded by Sue. Approved with one abstention.

**Budget Discussion – Rev. 14**

No changes to date. Mike to provide the FinCom with total Quinn expenditures.

**Warrant Discussion:**

Changes (increases) were made to the Police, Dispatch, Fire, Public celebrations and Board of Health budgets. Sue suggested that the FinCom write letters to the editor of The Beacon to educate the public about the issues. This was agreed to and the responsibilities were divided up among members to draft letters for review and discussion and a decision on whether or not to submit them for publication. After further discussion, it was decided to work on one letter. Draft to reflect the “bigger picture” to educate the public. Bill to draft something and circulate to members.

Article 33 – Right to farm by-law – deserves another look since it has the potential to affect all homeowners in town. Members to review the article for discussion at next meeting.

FinCom presentation – Karim has started to make changes to last year’s presentation. Need new slides on liabilities, warrant articles on contract negotiations, Personnel Board changes, health care insurance plan changes and on the direction of tax rates over the next few years if the current trend is not changed. Other slides need to be updated with current year data.

**Reserve Fund Transfers:**

Public celebrations - \$300 to cover a bus to transport people during the Memorial Day parade for reasons of safety. Gary moved, Bill seconded – unanimous

**Town of Boxborough**



**Finance Committee**

Animal inspector - \$34.41 to cover mileage not previously budgeted, Amy moved /Gary seconded – unanimous

Veteran’s agent hourly services - \$20.14 for services rendered not previously budgeted. Gary moved/Amy seconded – unanimous.

Meeting was adjourned at :8:15 PM – moved by Gary and seconded by Amy - unanimous vote.

Next FinCom meeting – Monday, April 23, 2012 at 7 PM – Town Hall, Morse Room

Respectfully submitted by:

Dilip Subramanyam

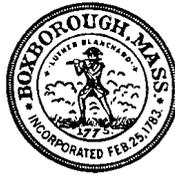
FinCom Secretary

April 9, 2012

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

<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	\$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

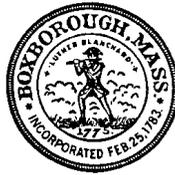
Town of Boxborough



Finance Committee

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
599	Animal inspector - other	\$100	2/13/12	Jim	Susan	Passed unanimously

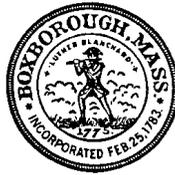
Town of Boxborough



Finance Committee

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
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

**Town of Boxborough**



**Finance Committee**

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

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:

**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
Public Celebrations	4/9/12	\$300.00		Buses for transport – Memorial Day parade
Animal inspector	4/9/12	\$34.41		Mileage not previously budgeted
Veteran's agent – hourly wages	4/9/12	\$20.14		Hourly services that were un budgeted