

Town of Boxborough



Finance Committee

FinCom Meeting Minutes for: April 23, 2012

Venue: Town Hall – Morse Room

Attendees:

FinCom

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

Missing from FinCom: Neal Hesler, Bill Burke

Public Participation: None

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

April 9 meeting minutes – Moved by Sue /seconded by Joe. Approved unanimously.

Budget Discussion – Rev. 14

State aid increased by \$38,987 (Chapter 70 and local aid). A-B Regional District reduced Boxborough's assessment by \$63.5K since they were over the Excess & Deficiency. Mike to update budget to Rev 15 with the change to the police budget separating OT and community outreach lines.

Article 33 – (Gary) – Right to farm by-law:

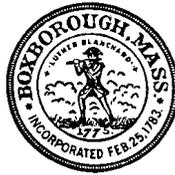
According to Owen, there is no significant financial impact (just some signage at entry points to town and an annual reminder to citizen's. This article was recommended by the Dept. of Mass Agricultural Resources. What is in the article is in the current state constitution. No comment on water rights.

Letter to Beacon by Bill Burke – was amended for Bill to send in. A second letter to be drafted by Sue/Dilip.

School letter – it was recommended that we let the school committee know that the letter is being sent.

FinCom presentation – Amy to update slide 4. Gary to update slide 6 to include CPI increase over the same period. Remove slides 7 and 8. Jim and Karim to revise slide 9 to compare budget growth in 2013 versus previous years. Move comments from slide 5 to slide 9. Add details on specifically what went up and down. Update slide 10 (Karim & Guzzo). Revise slide 12 to focus more on decline in the debt, favorable borrowing rates for future capital items. Slide 13 – to add a bullet stating that \$75K is being added to the OPEB fund. Slide 14 – add detail about the adoption of a new plan design which resulted in savings to the town. Slide 15 – need to inform the town that if the contracts are not

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completed in time for town meeting that a special town meeting will be required to re-vote the budget. Revise capital plan slide to add specifics on funding. Revise summary and conclusion slide to emphasize additional positives to the residents and concerns. Finally, add slides for commentary on various articles as needed.

There was some discussion about the article concerning promotion of a patrolman to sergeant and the FinCom's position on this.

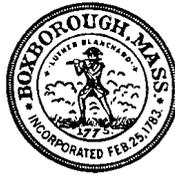
Meeting was adjourned at 8:55 PM – moved by Joe and seconded by Amy - unanimous vote.
Next FinCom meeting – Monday, April 30, 2012 at 7 PM – Town Hall, Morse Room

Respectfully submitted by:
Dilip Subramanyam
FinCom Secretary
April 23, 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

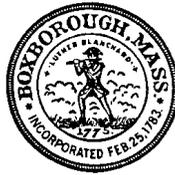
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176	Zoning board expenses	\$335	1/23/12	Neal	Gary	Passed unanimously
179	Agricultural Comm. expenses	\$200	1/23/12	Neal	Gary	Passed unanimously
199	Energy committee expenses	\$200	1/23/12	Neal	Gary	Passed unanimously
292	Dog Officer salary	\$10,791	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
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 –	\$0	2/13/12	Jim	Susan	Passed unanimously

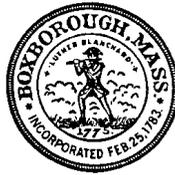
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	Other					
599	Animal inspector - salary	\$969	2/13/12	Jim	Susan	Passed unanimously
599	Animal inspector - other	\$100	2/13/12	Jim	Susan	Passed unanimously
600	Animal control officer - salary	\$2,629	2/13/12	Jim	Susan	Passed unanimously
600	Animal 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
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

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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

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
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