

Town of Boxborough



Finance Committee

FinCom Meeting Minutes for: June 11, 2012

Venue: Town Hall – Morse Room

Attendees:

FinCom

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

Missing from FinCom: Amy Burke, Neal Hesler, Bill Burke

Public Participation: None

The meeting was called to order at 7:10 PM.

Jim to attend BoS meeting at 8PM – nominated by Karim to serve on the Blanchard regionalization committee. Joe has been invited to join the BoS in executive session regarding collective bargaining agreements.

Meeting minutes for May 7 – moved by Sue, seconded by Joe, approved unanimously.

Meeting minutes for May 14, 15 and 17 – moved by Sue, seconded by Joe, approved unanimously.

FinCom will need to meet at least once more before the end of the summer tentatively set for June 25.

Karim to publish an annual calendar for FinCom meetings and quarterly reviews on the department budgets.

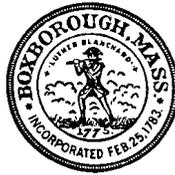
There was discussion about how to maintain the capital plan with Gary's resignation from the FinCom. Karim to appoint a sub-committee to maintain the capital plan.

Reserve Fund Transfers:

Processed an RFT for \$225 to cover a difference in the mileage stipend for Town Administrator. RFT was moved by Sue and seconded by Joe. Approved unanimously.

Processed an RFT for \$428.28 for the Veteran's agent expense – training seminar. RFT was moved by Sue and seconded by Joe. Approved unanimously.

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Processed an RFT for \$7205.19 for the DPW Fuel expenses. RFT was moved by Sue and seconded by Joe. Approved unanimously.

Police RFTs: Expect about \$6K in bills with \$3750 remaining in the 5242 account. An invoice for air conditioning repair for around \$4K is anticipated. No action was taken on the RFT's.

Meeting was adjourned at 8:15 PM. Moved by Sue, seconded by Joe, approved unanimously.

Next FinCom meeting – June 25, 2012

Respectfully submitted by:
Dilip Subramanyam
FinCom Secretary
June 11, 2012

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, approved.
Repair expense – Police vehicle #15	3/19/12	\$2,399.00	\$80,744.99	Tabled
Repair expense – Police vehicle #15	3/24/12	\$2,399.00	\$80,744.99	No action
Public Celebrations	4/9/12	\$300.00	80,444.99	Buses for transport – Memorial Day parade
Animal inspector	4/9/12	\$34.41	80,410.58	Mileage not previously

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				budgeted
Veteran's agent – hourly wages	4/9/12	\$20.14	80,390.44	Hourly services that were un budgeted
Police Building Repair – Water Pump	4/30/12	\$5555.00	80,390.44	Tabled until current line balance is clarified by Mike
Veteran's agent expense – training seminar	4/30/12	\$428.28	80,390.44	Not approved – 5 No, 2 Yes, 2 abstentions
Town administrator – mileage stipend for June 2012 at new rate	6/11/12	\$225.00	80,165.44	Moved by Sue, seconded by Joe, approved unanimously
Fuel expense - DPW	6/11/12	\$7205.19	72,960.25	Moved by Sue, seconded by Joe, approved unanimously
Veteran's agent expense – training seminar	6/11/12	\$428.28	72,531.97	Moved by Sue, seconded by Joe, approved unanimously
Repair expense – Police vehicle #15	6/11/12	\$2399.00	72,531.97	Tabled
Police Building Repair – Water Pump, check valve	6/11/12	\$5,555.00	72,531.97	Tabled