

## Town of Boxborough



### Finance Committee

FinCom Meeting Minutes for: June 25, 2012

Venue: Town Hall – Morse Room

#### Attendees:

##### FinCom

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

Missing from FinCom: Neal Hesler.

Public Participation: None

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

#### Chief White:

Discussion related to a previous (2008) town meeting warrant appropriation – expected surplus of \$16K from the original \$1 million appropriated now to be used to refurbish a failed pump. As a result, the chief needs an additional \$9,222 for safety improvements. The discussion revolved around how to fund this. One suggestion was to use the remaining funds in the fire department's budget for 2012 and supplement it with a RFT. Mike to monitor the fire budget and separate the leftover funds into a separate line item in the 2013 budget.

Minutes for June 11, 2012 – Gary moved, Joe seconded – approved unanimously with revisions from Karim.

Discussion about the police budget regarding RTF's. The consensus was that the quarterly budget reviews need to be re-instated in 2013. Only one review was held in 2012. It was agreed that Jim would be kept abreast of big invoices as the liaison. Mike has not seen the invoice for \$4k for air conditioning expenses. Another invoice for OT is expected. We will need to meet in July to process these.

Discussion about the request from DPW for a sander for \$8000. There were a lot of questions. To be further discussed at the next meeting.

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Reserve Fund Transfers:

Processed an RFT for \$2399 for fleet maintenance for the police department – Gary moved, Joe seconded – approved unanimously.

\$5,555 for police – moved by Gary/seconded by Joe – approved unanimously.

\$1,707 for DPW fuel expense – moved by Gary/seconded by Joe – approved unanimously.

Two RFT's for police pending.

FinCom reorganization – Gary would like to continue to help with the capital plan to ensure it is maintained. Dilip to work with Gary.

Chair – Karim nominated Jim to be the new co-chair. Karim indicated that he can continue on as chair. Dilip was willing to stay on as secretary. Sue moved/Joe seconded the slate of officers – approved unanimously. Karim will stay on as liaison to the affordable housing trust committee.

The FinCom needs to help recruit new members to fill three open positions. There was some discussion about liaisons. Please bring the list for discussion at next meeting.

The committee thanked Gary and Joe for their service to the FinCom. Bill Burke indicated he will resign from FinCom at end of July, and will be sending his resignation letter to Town Moderator.

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

Next FinCom meeting – Karim to post meetings for July 9 and 16, 2012. Only one of these dates will be needed.

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

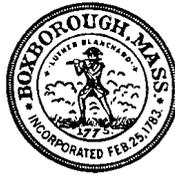
New email for FinCom – [fincom@town.boxborough.ma.us](mailto:fincom@town.boxborough.ma.us). Please forward your email to Karim so he can add recipients.

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

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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
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 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
Repair expense – Police vehicle #15	6/25/12	\$2399.00	70,132.97	Approved unanimously
Police Building Repair – Water Pump, check valve	6/25/12	\$5,555.00	64,577.97	Approved unanimously
DPW – Fuel expense	6/25/12	\$1,707.00	62,870.97	Approved unanimously