

Town of Boxborough



Finance Committee

FinCom Meeting Minutes for: July 16, 2012

Venue: Town Hall – Morse Room

Attendees:

FinCom

1. Joe Niro
2. Bill Burke
3. Karim Raad
4. Neal Hesler
5. Jim Ham
6. Amy Burke
7. Dilip Subramanyam

Missing from FinCom: Susan Bak. Gary Kushner has resigned.

Public Participation: None

The meeting was called to order at 7:02 PM.

Discussion about what the FinCom would like to see in the latest revision of the budget so an analysis can be done of where the free cash is being generated. Comparison of 2012 budget and actuals would help.

DPW spreader for sand and magnesium chloride for \$13K (up from \$8K from the last estimate documented in the June 25 minutes). The vote is to encumber (reserve) the funds (\$13,222) which will be taken from the \$85K balance in the DPW 2012 budget. A few quotes will be needed before the money is actually spent. Moved by Neal/seconded by Amy, approved unanimously.

June 25 meeting minutes with one revision by Karim to add a note about Bill Burke's departure by July end. Moved by Amy/seconded by Joe, approved unanimously.

Reserve Fund Transfers:

Police salaries - \$13,823.63 for unplanned events (medical leaves) that required OT. The chief and BoS liaison to the FinCom (Bob Stemple) were present for the discussion which helped clarify vacation and sick time practices and how best to budget for this sort of event. Joe moved/Jim seconded – approved unanimously.

Dispatch salaries - \$2,587.18 – to cover a payroll error in 2007 for one employee who was behind by one step since that time. This was confirmed by the town treasurer and the chief who investigated it. Moved by Joe/seconded by Jim, approved unanimously.

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Police Building & Grounds - \$6,739.38 for repairing 2 failing A/C units. The repair expense was compounded by the fact that this was an emergency call by the Chief. Some discussion about looking for another company that might be less expensive, possibly local. Moved by Joe/seconded by Jim, approved unanimously.

Meeting was adjourned at 7:50 PM. Moved by Joe, seconded by Jim, approved unanimously.

Next FinCom meeting –TBD. FinCom has adjourned for the summer.

Respectfully submitted by:
Dilip Subramanyam
FinCom Secretary
July 16, 2012

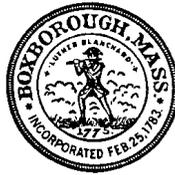
New email for FinCom – fincom@town.boxborough.ma.us. Please forward your email to Karim so he can add recipients.

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	\$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

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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
Police Salaries	7/16/12	\$13,823.63	49,047.34	Approved unanimously
Dispatch Salaries	7/16/12	\$2,587.18	46,460.16	Approved unanimously
Police – Buildings & Grounds	7/16/12	\$6,739.38	39,720.78	Approved unanimously