

**Town of Boxborough**



**Finance Committee**

FinCom Meeting Minutes for: September 10, 2012

Venue: Town Hall – Morse Room

**Attendees:**

**FinCom**

1. Jeff Scott
2. Karim Raad
3. Jim Ham
4. Susan Bak
5. Dilip Subramanyam

**Missing:** Neal Hesler, Amy Burke

Public Participation: Bob Stemple (BoS Liaison)

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

Jeff Scott (new FinCom member) provided an introduction on his background. Karim provided information to him on open meeting laws.

Meeting minutes for July 16, 2012 – Jim moved, seconded by Dilip – approved unanimously.

M. Guzzo – Certified free cash \$1,087,863 as of today. The FinCom discussed this at some length. \$722K balance to which \$400K was returned by the various departments and where local receipts were greater than originally estimated (\$ 66K) and decreased by \$100K due to property taxes lower than estimated due to one business in arrears.

Liaison list updates:

Last year's list was marked up for inclusion in the minutes (see table attached).

Capital Plan – Gary would like to stay on and help with this. The FinCom voted on amending the capital plan sub-committee (FinCom chair, town admin, town accountant and town treasurer)

Motion – Moved by Sue/seconded by Jim to add a member-at-large to the sub-committee – approved unanimously.

Motion to nominate Gary Kushner to be the member-at-large on the capital plan sub-committee. Moved by Sue/seconded by Jim – approved unanimously.

Jim expressed that the FinCom should spend some time looking at the capital plan because the amounts for the next few years are quite high and potentially unaffordable. Target to do this by Thanksgiving. Also, the FinCom needs to emphasize the Jan 15 deadline for the budget. Any changes will now have to be submitted to the FinCom rather than directly to Mike Guzzo. Quarterly budget reviews for Police, Fire and Dispatch to be emphasized as well.

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Association of Town Finance Committees – Annual Meeting is on October 20, 2012.

Meeting was adjourned at 8:55 PM. Moved by Jeff, seconded by Sue, approved unanimously.

Next FinCom meeting – September 24, 2012 at 7:00 PM. Gary to be invited for a review of the capital plan.

Next BLF meeting – September 18 @ 7:30PM in the Library.

Respectfully submitted by:  
 Dilip Subramanyam  
 FinCom Secretary  
 September 10, 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.

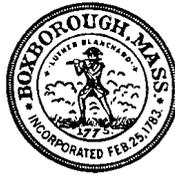
**Reserve Fund Transfers:  
 Reserve Fund**

Item	Date	Cost	Left in Reserve	Reason
Initial reserve	9/10/12		\$185,000.00	Initial amount from article 5

**Updated Liaison List:**

<b>Department</b>		<b>Account</b>	<b><u>2012 Liaison</u></b>	<b><u>2013 Liaison</u></b>
<b>Protection</b>	Police	210	Jim Ham / Joe Niro	Jim Ham / Karim Raad
	Fire	220	William Burke / Dilip Subramanyam	Dilip Subramanyam / Karim Raad
	Dispatch	221	Jim Ham / Joe Niro	Jim Ham / Karim Raad
	Inspectors	241	Neal Hesler / Dilip Subramanyam	Neal Hesler / Dilip Subramanyam
	Emergency Mgt	291		
	Dog Officer	292	Jim Ham	Jim Ham
	Field Driver	299	Jim Ham	Jim Ham
	<b>Education</b>	Blanchard School	300	Amy Burke / Susan Bak / Jim Ham
	Minuteman Vocational HS	310	Amy Burke / Susan Bak	Susan Bak / Jim Ham
	ABRS Assessment	320	Gary Kushner	Susan Bak / Jim Ham
<b>Dept. Public Works</b>	Public Works	422	Karim Raad	Karim Raad
	Snow & Ice	423	Karim Raad	Karim Raad
	Street Lighting	424	Karim Raad	Karim Raad
	Hager Well Maintenance	425	Karim Raad	Karim Raad

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	Fuel	429	Karim Raad	Karim Raad
	Hazardous Waste Coll	431	Karim Raad	Karim Raad
	Cemetery	491	Karim Raad	Karim Raad
<b>Health Services</b>	Board of Health	511	Susan Bak / Amy Burke	Jeff Scott / Susan Bak
	Environmental Services	519	Susan Bak / Amy Burke	Jeff Scott / Susan Bak
	Family Services	521	Susan Bak / Amy Burke	Jeff Scott / Susan Bak
	Nursing Services	522	Susan Bak / Amy Burke	Jeff Scott / Susan Bak
	Mental Health Services	523	Susan Bak / Amy Burke	Jeff Scott / Susan Bak
	Council on Aging	541	Joe Niro / Susan Bak	Jeff Scott / Susan Bak
	Veterans	543	Gary Kushner	Jeff Scott / Susan Bak
	Inspect of Animals	599		Jeff Scott / Susan Bak
	Animal Control Officer	600	Gary Kushner	Jeff Scott / Susan Bak
	Landfill Monitoring	510		Jeff Scott / Susan Bak
<b>Culture &amp; Recreation</b>	Library	610	Neal Hesler / Susan Bak	Susan Bak / Jeff Scott
	Recreation Comm	630	Amy Burke / Neal Hesler	Susan Bak / Jeff Scott
	Historical Comm	691	Susan Bak / Neal Hesler	Susan Bak / Jeff Scott
	Public Celebration	692	Susan Bak / Neal Hesler	Susan Bak / Jeff Scott
	Steele Farm	693	Susan Bak / Neal Hesler	Susan Bak / Jeff Scott
	A/B Cultural Council	699	Susan Bak / Neal Hesler	Susan Bak / Jeff Scott
<b>Town Government</b>	Moderator	114	Karim Raad	Karim Raad
	Town Hall	192	Neal Hesler / Dilip Subramanyam	Neal Hesler / Dilip Subramanyam
	Town Constable	119	Neal Hesler / Dilip Subramanyam	Neal Hesler / Dilip Subramanyam
	Selectman	122	Karim Raad / Joe Niro	Karim Raad / Jim Ham
	Town Administrator	123	Neal Hesler / Dilip Subramanyam	Neal Hesler / Dilip Subramanyam
	Finance Committee	131	Karim Raad	Karim Raad
	Accountant	135	Neal Hesler / Dilip Subramanyam	Neal Hesler / Dilip Subramanyam
	Assessor	141	Neal Hesler / Dilip Subramanyam	Neal Hesler / Dilip Subramanyam
	Treasurer	145	Neal Hesler / Dilip Subramanyam	Neal Hesler / Dilip Subramanyam
	Tax Collector	146	Neal Hesler / Dilip Subramanyam	Neal Hesler / Dilip Subramanyam
	Legal	151	Neal Hesler / Dilip Subramanyam	Neal Hesler / Dilip Subramanyam
	Personnel Board	152	Neal Hesler / Dilip Subramanyam	Neal Hesler / Dilip Subramanyam
	Town Clerk	161	Neal Hesler / Dilip Subramanyam	Neal Hesler / Dilip Subramanyam
	Elect & Regist	162	Neal Hesler / Dilip Subramanyam	Neal Hesler / Dilip Subramanyam
<b>Debt / Insurance</b>	Debt & Interest		Neal Hesler / Dilip Subramanyam	Neal Hesler / Dilip Subramanyam
	Insurance		Neal Hesler / Dilip Subramanyam	Neal Hesler / Dilip Subramanyam

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	Retirement		Joe Niro / William Burke	Neal Hesler / Dilip Subramanyam
<b>Land Use Boards</b>	Conservation Comm	171	Karim Raad	Karim Raad
	Planning Board	175	Karim Raad	Karim Raad
	Zoning Board	176	Karim Raad	Karim Raad
	Housing Board	177	Karim Raad	Karim Raad
	Agricultural Comm	179	Karim Raad	Karim Raad
<b>Other</b>	Energy Committee	199	Karim Raad	Karim Raad
	Bitcom		Karim Raad	Karim Raad
	Reserve Fund		Karim Raad	Karim Raad
	Civil Defense		Joe Niro	Karim Raad
	Boxborough Leadership Forum		William Burke	Karim Raad
	Capital Plan		Gary Kushner	Dilip Subramanyam / Karim Raad
	Town Report		Gary Kushner / Dilip Subramanyam	Dilip Subramanyam / Karim Raad