

Town of Boxborough



Finance Committee

FinCom Meeting Minutes for: September 24, 2012

Venue: Town Hall – Morse Room

Attendees:

FinCom

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

Missing: Amy Burke

Public Participation: Gary Kushner, Joe Niro (after the FinCom reconvened for the second time)

The meeting was called to order at 7:02 PM. A motion was made to go into executive session with the BoS to discuss the newly negotiated CBA's with Police, Fire and DPW.

There was a motion to re-convene at 8:15 PM – moved by Jim, seconded by Neal, unanimous.

9/10 Minutes – Jeff moved/Jim seconded – approved unanimously.

Amy has informed the moderator of her intention to resign from the FinCom. There are now three positions that need to be filled.

Capital Plan – discussion with Gary about what the FinCom would like to review. The main concern is about potential expenses over the next 3-4 years. Meetings are being set up with the various departments to discuss and understand their needs. The FinCom would like to meet and prioritize these as a committee.

The FinCom adjourned at 8:35 PM to meet with the BoS to discuss guidelines for the 2014 budget discussions. Karim expressed the desire of the FinCom that after January 15, 2013, all changes to the 2014 budget should come through the FinCom with a clear explanation of why the change is necessary. There was some discussion about how best to accomplish this. Selina to set up a meeting with Jim Ham and Bob Stemple to discuss.

Special Town Meeting – best date per Selina is December 10, 2012. Warrant articles to be ready by October 11. Final version (with numbers) by October 22. Final warrant (written recommendations) by Nov 5. There was some concern about the relatively short timeline. Another option is to move it to January 2013. It was subsequently agreed that January 7 would be preferable and was voted on unanimously. The BoS will provide new deadlines based on this date.

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The FinCom then re-convened again at 9:07 PM. Some discussion about the importance of making a coherent presentation about the impact of the CBA's at the STM.

Association of Town Finance Committees – Annual Meeting is on October 20, 2012. No time to review the liaison list. Try to do this next week.

Meeting was adjourned at 9:45 PM. Moved by Dilip, seconded by Neal, approved unanimously.

Next FinCom meeting – Monday, October 1, 2012 at 7:00 PM.

Respectfully submitted by:
 Dilip Subramanyam
 FinCom Secretary
 September 24, 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	9/10/12		\$185,000.00	Initial amount from article 5

Updated Liaison List:

Department		Account	<u>2012 Liaison</u>	<u>2013 Liaison</u>
Protection	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 Mgmt.	291		
	Dog Officer	292	Jim Ham	Jim Ham
	Field Driver	299	Jim Ham	Jim Ham
	Education	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
Dept. Public Works	Public Works	422	Karim Raad	Karim Raad
	Snow & Ice	423	Karim Raad	Karim Raad
	Street Lighting	424	Karim Raad	Karim Raad

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	Hager Well Maintenance	425	Karim Raad	Karim Raad
	Fuel	429	Karim Raad	Karim Raad
	Hazardous Waste Collection	431	Karim Raad	Karim Raad
	Cemetery	491	Karim Raad	Karim Raad
Health Services	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
Culture & Recreation	Library	610	Neal Hesler / Susan Bak	Susan Bak / Jeff Scott
	Recreation Commission	630	Amy Burke / Neal Hesler	Susan Bak / Jeff Scott
	Historical Commission	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
Town Government	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
	Elections & Registrar	162	Neal Hesler / Dilip Subramanyam	Neal Hesler / Dilip Subramanyam
Debt / Insurance	Debt & Interest		Neal Hesler / Dilip Subramanyam	Neal Hesler / Dilip Subramanyam

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	Insurance		Neal Hesler / Dilip Subramanyam	Neal Hesler / Dilip Subramanyam
	Retirement		Joe Niro / William Burke	Neal Hesler / Dilip Subramanyam
Land Use Boards	Conservation Commission	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 Commission	179	Karim Raad	Karim Raad
Other	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