

Town of Boxborough



Finance Committee

FinCom Meeting Minutes for: February 26, 2013

Venue: Town Hall – Morse Room

Attendees:

FinCom

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

Missing: Jeff Scott

Public Participation: Chief White

Meeting was called to order at 7:06 PM by Karim

Budget Discussion with the Fire Chief:

Salary Expense - \$4,989 new item requested to allow training of regular firefighters during the day rather than on OT and substituting them with per diems at \$16.63 per hour (300 hours). Current practice is for the chief to run light when the individuals are out training.

Expense – question about the increase requested in the maintenance expense line. The chief explained that there were unexpected expenses due to the repair of the pump on the pumper truck for which about \$5394 was accrued but this was not enough. In addition, \$1500 was requested for maintenance of the source capture unit due to the contract expiring. The concern is that the maintenance line increased by about 9% in the last couple of years from around \$90-96K to about \$109K. Maintenance is seasonal. The chief went through the maintenance list. PP&E line to be reviewed again since \$9300 was contractually budgeted in 2013. So the 2014 budget can potentially be reduced by about \$4K. Question about hydrant maintenance expense – actuals are about \$1K less than budgeted. YTD expenses are \$3504.

Brief discussion about capital items (warrant articles). The FinCom asked if the discussion could be deferred to another meeting. Concerns are the high cost of the ambulance which the chief explained was due to higher gross vehicle weight (GVW) in turn due to mandated changes in the code (NFPA, etc.) and \$15K for a power stretcher.

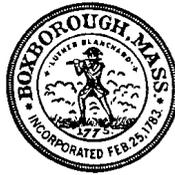
DPW – extra hours (refer last week's FinCom meeting) are due to the schedule of budgeted hours between Selina and the DPW. The FinCom was then able to vote this line.

RFT – DPW Fuel System - \$29,000 – Jim/Neal – approved unanimously

Feb 19 meeting minutes Jim moved /Neal seconded – approved unanimously with one revision on Page 2 (Jim not Karim for Dispatch liaison).

Meeting was adjourned at 9:06 PM. Moved by Jim, seconded by Neal, approved unanimously.

Town of Boxborough



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Next meetings – FinCom – Tuesday, March 5 and Wednesday, March 13 at 7:00 PM in town hall. No quorum on Mondays.

BLF Meeting – March 12, 2013 at 7:00 PM at the Sargent Library.

Respectfully submitted by:

Dilip Subramanyam

FinCom Secretary

February 26, 2013

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
Personnel Board – compensation study	1/26/13	\$9,000.00	176,000.00	Jim moved/Neal seconded – passed unanimously
Expansion of above compensation study to include union positions	1/26/13	\$3,000.00	173,000.00	Jim moved/Sue seconded – did not pass (4 Nay, 1 Yes)
DPW – Hazardous waste collection overage	1/26/13	\$4,882.00	168,118.00	Jim moved/Sue seconded – passed unanimously
DPW – Fuel System	2/26/13	\$29,000	139,118.00	Jim moved, Neal seconded – approved unanimously.

FinCom addressed the submitted budgets and voted on the following accounts: (new items are differentiated by the date of the vote)

Line No.	Description	Amount	Date	Moved	Seconded	Vote
210	Police Expenses	\$140,799	2/19/13	Jeff	Neal	Passed unanimously
422	Public Works – Expenses	\$227,040	2/19/13	Jim	Neal	Passed unanimously
423	Snow & Ice - salaries	\$51,336	2/19/13	Jim	Neal	Passed unanimously
423	Snow & Ice - Expenses	\$109,550	2/19/13	Jim	Neal	Passed unanimously
424	Street Lighting	\$3,000	2/19/13	Jim	Neal	Passed unanimously
425	Hager Well Maintenance	\$27,120	2/19/13	Jim	Neal	Passed unanimously
429	Fuel Expense	\$101,750	2/19/13	Jim	Neal	Approved with one abstention
422	Public Works - Salary	\$489,140	2/26/13	Jim	Neal	Passed unanimously
421	Hazardous waste collection	\$0	2/26/13	Jim	Neal	Passed unanimously
491	Cemetery - Salary	\$8,733	2/26/13	Jim	Neal	Passed unanimously
491	Cemetery - Other	\$1,000	2/26/13	Jim	Neal	Passed unanimously

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710	Maturing Debt - principal	\$745,000	2/26/13	Jim	Neal	Passed unanimously
751	Maturing Debt - interest	\$440,673	2/26/13	Jim	Neal	Passed unanimously
830	County Retirement Assessment	\$592,504	2/26/13	Jim	Neal	Passed unanimously
912	Other benefit insurance	\$68,302	2/26/13	Jim	Neal	Passed unanimously
915	Employee Benefits	\$1,322,710	2/26/13	Jim	Neal	Passed unanimously
945	Liability Insurance	\$90,000	2/26/13	Jim	Neal	Tabled
114	Moderator	\$50.00	2/26/13	Jim	Neal	Passed unanimously
119	Town Constable	\$175	2/26/13	Jim	Neal	Passed with 1 abstention
122	Selectmen - salaries	\$2,000	2/26/13	Jim	Neal	Passed unanimously
122	Selectmen - other	\$2,149	2/26/13	Jim	Neal	Passed unanimously
131	Finance Committee	\$450	2/26/13	Jim	Neal	Passed unanimously
132	Reserve Fund	\$185,000	2/26/13	Jim	Neal	Passed unanimously
135	Town accountant - salary	\$70,810	2/26/13	Jim	Neal	Passed unanimously
135	Town accountant - expenses	\$26,666	2/26/13	Jim	Neal	Passed unanimously
145	Treasurer - salary	\$71,810	2/26/13	Jim	Neal	Passed unanimously
145	Treasurer - expense	\$12,495	2/26/13	Jim	Neal	Passed unanimously
146	Tax collector - salary	\$62,574	2/26/13	Jim	Neal	Passed unanimously
146	Tax collector - expense	\$17,076	2/26/13	Jim	Neal	Passed unanimously
151	Legal - other	\$64,000	2/26/13	Jim	Neal	Passed unanimously
152	Personnel Board - other	\$260	2/26/13	Jim	Neal	Passed unanimously
161	Town Clerk - salary	\$42,562	2/26/13	Jim	Neal	Passed unanimously
161	Town Clerk - expenses	\$2,320	2/26/13	Jim	Neal	Passed unanimously
162	Elections & registration	\$2,601	2/26/13	Jim	Neal	Passed unanimously
162	Other	\$4,355	2/26/13	Jim	Neal	Passed unanimously
171	Conservation commission - other	\$2,150	2/26/13	Jim	Neal	Passed unanimously
175	Planning Board - salary	\$71,355	2/26/13	Jim	Neal	Passed unanimously
175	Planning Board - other	\$8,900	2/26/13	Jim	Neal	Includes a software purchase of \$4,500 – Passed unanimously
176	Zoning Board	\$335	2/26/13	Jim	Neal	Passed unanimously
179	Agricultural commission - other	\$200	2/26/13	Jim	Neal	Passed unanimously
192	Town Hall – salaries	\$176,450	2/26/13	Jim	Neal	Passed unanimously
192	Town Hall - other	\$58,582	2/26/13	Jim	Neal	Tabled – question about STM expense
199	Energy Committee - other	\$200	2/26/13	Jim	Neal	Passed unanimously