

Town of Boxborough



Finance Committee

FinCom Meeting Minutes for: March 18, 2013

Venue: Town Hall – Grange Room

Attendees:

FinCom

1. Susan Bak
2. Jeff Scott
3. Jim Ham
4. Steve Ballard (new member)
5. Karim Raad
6. Neal Hesler
7. Dilip Subramanyam

Missing: None

Public Participation: Chief R. White, Chief W. Ryder

The meeting was called to order at 7:07 PM by Karim Raad, Chair. Minutes from the meeting of March 13, 2013 were moved by Jeff and seconded by Karim – approved unanimously.

Jim provided a high level brief on the BoS CBA negotiations. Sue and Jim to provide guidance to the BoS on FinCom position.

Warrant Articles:

The town is looking at significant capital expenses over the next three years (about \$4Million).

STM

Article 4 – Free Cash – Jim moved, Sue seconded – approved unanimously

Article 5 – Free Cash – Jim moved, Sue seconded - approved unanimously

Article 6 – Free Cash – moved by Jim, seconded by Sue – approved unanimously

ATM

Article 11 – Communications consultant and town share of fire department radio grant: Chief White reduced the originally recommended amount because he did not have confidence in the radio system proposed. New amount is for a study (\$15K) + \$20K for the town's share of the purchase if a grant is received. There was some additional discussion with Chief Ryder to clarify exactly what equipment is being covered by this request. The consultant will make recommendations on the location of a transmitter as well in addition to radio equipment and a console system that will ensure interoperability. Jim moved, Sue seconded – approved unanimously.

Article 12 - Capital equipment acquisition - emergency response command vehicle - FIRE department: \$50K for a command vehicle (\$42K) and equipment (\$8K) to replace a 9 year old vehicle which has about 126,000 miles. Jim moved, Sue seconded – 5 for, 1 against, 1 abstention.

Article 13 - Capital improvements – feasibility study for public safety building: \$25K for a feasibility study for a public safety building. There was some discussion about the scope of this study and the need to have the study cover all options, and not just the feasibility study for a new building. Both

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Chiefs agreed the language of the warrant should change to cover all options. Not approved – 6-0. (Sue not present)

Article 14 - Capital equipment acquisition – replace ambulance: \$220K for a new ambulance – moved by Jim, seconded by Jeff. The cost of this vehicle is significantly higher than what the town paid 8 years ago for the current vehicle. There was a lot of discussion about the value of this acquisition especially since it constitutes almost 25% of all requested capital items for 2014. Vote – 4 Yes, 2 No.

Article 15 – Capital equipment acquisition – replacements of air-packs: Jim moved, Jeff seconded - \$11,214 for air packs contingent on a matching grant. Approved unanimously.

Article 18 – Capital improvements – Replacement Of two HVAC systems – police station: Jim moved /Jeff seconded - \$35,000 (amended from \$20,000) for capital improvements for HVAC equipment for Police department due to high maintenance costs. There was some discussion about priority of the 5 articles requested by the Police department. Least important were thought to be articles 21 and 22. Vote – approved unanimously – capital item.

Article 19 - Capital equipment acquisition – radios - police department: \$38,340 for 13 Walkie-talkies and 4 mobile radios – moved by Jim, seconded by Jeff – these are replacements for existing equipment – life span of 5-7 years – approved unanimously.

Article 20 – Capital equipment acquisition: Protective body armor (bullet proof vests): skipped over (withdrawn by the chief).

Article 21 – Capital equipment acquisition: Electronic immobilization devices (Tasers): \$13,000 for Electronic immobilization devices (Tasers) – helps reduce officer injuries – the chief has experienced some officer downtime – moved by Jim, seconded by Jeff – approved unanimously. Free cash.

Article 22 – Capital Improvements: Lighting energy efficiency upgrades: \$20,000 for lighting energy efficiency upgrades – this amount is expected to be lower due to a grant from Littleton Electric. 4 No, 2 Yes, 1 abstention. The chief was inclined to move this request to next year when energy savings data from the fire department would be available.

Article 7 – Transfer to Stabilization Fund – there was some discussion about the amount – last year's amount was just under \$200K. Consensus was \$200K – moved by Jim, seconded by Jeff – approved unanimously.

Article 8 – Transfer \$100K from free cash to OPEB Trust Fund. Moved by Jim, seconded by Jeff – approved unanimously.

Article 9 – Capital improvements: Replace windows at Town Hall: \$35K for replacement of windows – moved by Jim, seconded by Jeff – approved unanimously – capital item.

Article 10 – Capital equipment acquisition: Replace Building Inspector vehicle: \$20K for building inspector vehicle – moved by Jim, seconded by Jeff – 7 Yes.

Article 16 – Capital equipment acquisition: Roadside mower to replace 200 TL70 farm tractor: \$100K for roadside mower replacement – moved by Jim, seconded by Jeff – the discussion was about how useful this would be. The replacement cost also seems excessive compared to previous purchase – vote was 4 No, 3 Yes.

Article 17 – Capital equipment acquisition: Replace 2 (40) yard closed top containers at Transfer station: \$20,000 for replacing 2 40-Yd closed top containers at the Transfer Station – moved by Jim, seconded by Jeff – approved unanimously – capital item.

Article 23 – Capital improvements: Windows per building needs assessment: \$90,000 for Blanchard School windows – moved by Jim, seconded by Jeff – approved unanimously – capital item.

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Article 24 – Capital improvements: Concrete sidewalk replacement at Blanchard and Library: \$40,000 for sidewalk improvements to Blanchard School and Library – moved by Jim, seconded by Jeff – approved unanimously – capital item.

Article 25 – Capital improvements: Security upgrades – master lock system replacement and access door controls and cameras: \$40,000 for security upgrades for Blanchard – moved by Jim, seconded by Jeff – approved unanimously – capital item.

Article 26 – Capital improvements: Cell phone repeater @ Blanchard School: \$40,000 for cell phone repeater for Blanchard School – moved by Jim, seconded by Jeff – discussion was about the cost of this item – 6 No, 1 Yes.

Article 27 – Capital improvements: Steele Farm barn painting and carpentry repairs: \$25,000 for painting Steele Farm – moved by Jim, seconded by Jeff – the FinCom considered this to be a low priority – 6 No, 1 Yes

Article 28 – Transfer to Conservation Trust Fund: \$5,000 for the ConsCom – moved by Jim, seconded by Jeff – 6 No, 1 Yes.

Article 29 – moved by Jim, seconded by Jeff – 6 Yes, 1 No

Articles 30-38 – moved by Jim, seconded by Jeff – approved unanimously.

A few budget items were voted on (see table below).

Meeting was adjourned at 10:30 PM. Moved by Jim, seconded by Jeff - approved unanimously.

Next meeting – Monday March 25, 2013 7:00 PM in town hall.

Respectfully submitted by:

D. Subramanyam
Secretary, FinCom
March 18, 2013.

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	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.

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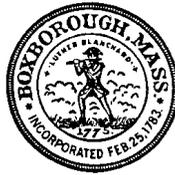


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FinCom addressed the submitted budgets and voted on the following accounts: (new items are differentiated by the date of the vote)

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
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

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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
192	Town Hall - other	\$58,582	3/5/13	Sue	Jeff	Passed unanimously
241	Building Inspector	\$65,427	3/5/13	Sue	Jeff	Passed unanimously
141	Assessor - other	\$9,023	3/5/13	Sue	Jeff	Passed unanimously
241	Building Inspector - other	\$2,242	3/5/13	Sue	Jeff	Passed unanimously
292	Dog Officer - Salary	\$11,007	3/5/13	Sue	Jeff	Passed unanimously
292	Dog Officer - other	\$1,625	3/5/13	Sue	Jeff	Passed unanimously
299	Field Driver - Salary	\$45	3/5/13	Sue	Jeff	Passed unanimously
299	Field Driver - other	\$50	3/5/13	Sue	Jeff	Passed unanimously
511	Board of Health - salaries	\$501	3/5/13	Jeff	Sue	Passed unanimously
511	Board of Health - other	\$16,990	3/5/13	Jeff	Sue	Passed unanimously
522	Nursing Services	\$4,696	3/5/13	Jeff	Sue	Passed unanimously
541	COA - Salaries	\$43,981	3/5/13	Sue	Jeff	Passed unanimously
541	COA - other	\$14,390	3/5/13	Sue	Jeff	Passed unanimously
543	Veterans - Salary	\$670	3/5/13	Jeff	Sue	Passed unanimously
543	Veterans - other	\$355	3/5/13	Jeff	Sue	Passed unanimously
599	Inspector of Animals - Salary	\$988	3/5/13	Jeff	Sue	Passed unanimously
599	Other	\$100	3/5/13	Jeff	Sue	Passed unanimously
600	Animal Control Officer - salaries	\$2,682	3/5/13	Sue	Jeff	Passed unanimously
600	Animal Control - Other	\$400	3/5/13	Sue	Jeff	Passed unanimously
610	Library - expenses	\$116,435	3/5/13	Sue	Jeff	Passed unanimously
610	Library - salaries	\$206,520.15	3/5/13	Sue	Jeff	Tabled
691	Historical Commission - other	\$3,169	3/5/13	Sue	Jeff	Passed unanimously
692	Public Celebrations	\$965	3/5/13	Sue	Jeff	Passed unanimously
693	Steele Farm - other	\$500	3/5/13	Sue	Jeff	Passed unanimously
699	AB Cultural - other	\$1,500	3/5/13	Sue	Jeff	Passed unanimously
123	Town Administrator Salary	\$96,997	3/13/13	Jim	Jeff	Passed unanimously
123	Town Administrator Other	\$2,825	3/13/13	Jim	Jeff	Passed unanimously
141	Assessor- Salary	\$39,700	3/13/13	Jim	Jeff	Passed unanimously
210	Police – Salary	\$951,888	3/13/13	Jim	Jeff	Passed unanimously
220	Fire – Salary	\$722,172	3/13/13	Jim	Jeff	Passed unanimously
221	Dispatch – Salary	\$241,448	3/13/13	Jim	Jeff	Passed unanimously
221	Dispatch – Other	\$36,710	3/13/13	Jim	Jeff	Passed unanimously

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310	Minute Man Regional Voc	\$177,558	3/13/13	Jim	Jeff	Passed unanimously
320	ABRS Assessment Other	\$5,568,636	3/13/13	Jim	Jeff	Passed unanimously
510	Landfill Monitoring	\$5,000	3/13/13	Jim	Karim	Passed 4-1-0
519	Environmental Services	\$10,492	3/13/13	Jim	Jeff	Passed unanimously
945	Liability	\$90,000	3/13/13	Jim	Jeff	Passed 4-1-0
210	Police (REVOTE)	\$952,389	3/18/13	Jeff	Neal	Passed unanimously
220	Fire - other	\$105,303	3/18/13	Jeff	Neal	Passed unanimously
300	Blanchard School	\$5,757,997	3/18/13	Jeff	Neal	Tabled due to concern about the correct \$ amount.
630	Rec Com - Salary	\$25,954	3/18/13	Jeff	Neal	Passed unanimously
630	Rec Com - other	\$9,600	3/18/13	Jeff	Neal	Passed unanimously. Vote is contingent upon explanation of \$1500 expense by the COA.