

Town of Boxborough



Finance Committee

FinCom Meeting Minutes for: March 23, 2013
Venue: Town Hall – Grange Room

Attendees:

FinCom

1. Susan Bak	2. Jeff Scott	3. Jim Ham
4. Steve Ballard	5. Karim Raad	

Absent: Neal Hesler, Dilip Subramanyam

Public Participation: Mike Guzzo

The meeting was called to order at 11:06 AM by Karim Raad, Chair.

Mike Guzzo explained the purpose of the Overlay Reserve fund booked at \$175,000. The Overlay Reserve is used for tax abatements. The Assessor has to wait until the tax abatements are finalized before the funds are released. Once the funds are released the funds goes back to the Town to be used in the budget or back to free cash. The Assessor reported that funds have now been finalized from FY2004 to FY2012 and excess funds total 313,072.25. FinCom discussed using the funds for the Stabilization fund, but no vote was taken.

Discussion of Warrant Articles

<p>Article 16</p>	<p>Four-wheel drive all terrain mover to replace 200 TL 70 farm tractor.</p> <p>Karim provided additional information on the proposed equipment.</p> <ul style="list-style-type: none"> • Previous Director purchased the wrong piece of equipment and tried to modify the equipment to make it work – but it doesn't work. • Maintenance on current equipment is roughly \$4K per year • Cost of new vehicle: <ul style="list-style-type: none"> ○ Tractor \$42K ○ Boom arm \$40K ○ Cab and protective enclosure & other ○ Will use current grinder on new equipment <p>Jeff moved and Steve seconded to re-vote this article. Voted 5-0. Recommended to fund through a bond.</p>	<p>5-0</p>
<p>Article 12</p>	<p>Fire department command vehicle. New cost to \$47,500.</p> <p>Karim reported that Neal did some further checking on the bid price for the command vehicle. A Chevy Tahoe is a pretty standard vehicle. The bid price is \$32K. The Chief had previously asked for \$8,000 for add-on equipment which would bring the total cost to \$40K.</p>	

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Article 12	Decided to contact the Chief to explain what we discovered and ask for additional information before we re-voted this article.
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Reviewed FinCom write up for Warrant articles. Made changes as appropriate.

Jim Ham updated the committee that CBA negotiations between BoS and Police/Fire/Dispatch are on-going.

Jeff moved to adjourn the meeting at 12:35 PM, Steve seconded. **Next meeting – Monday March 25, 2013 7:00 PM in town hall.**

Respectfully submitted by:
Susan Bak, FinCom
March 23, 2013.

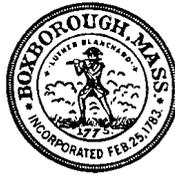
Reserve Fund Transfers:
Reserve Fund

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.

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

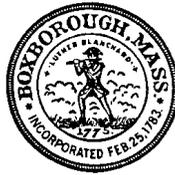
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422	Public Works - Salary	\$489,140	2/26/13	Jim	Neal	Passed unanimously
421	Hazardous waste collection	\$0	2/26/13	Jim	Neal	Passed unanimously
491	Cemetery - Salary	\$8,733	2/26/13	Jim	Neal	Passed unanimously
491	Cemetery - Other	\$1,000	2/26/13	Jim	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
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

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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
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

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						upon explanation of \$1500 expense by the COA.
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