

Town of Boxborough



Finance Committee

FinCom Meeting Minutes for: March 25, 2013

Venue: Town Hall – Morse Room

Attendees:

FinCom

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

Absent: Neal Hesler

Public Participation: Bob Stemple, M. Strapko, M. Brolin, Jennifer Campbell, M. Neyland

The meeting was called to order at 7:01 PM by Karim Raad, Chair.

Library Budget Discussion – Sue updated the FinCom on the expense line item which was previously voted on 3/5/13.

Salary budget – 96 extra hours due to vacation time accrued by the director and cataloger which needs coverage. Ms. Strapko explained the circumstances around the issue of salary steps for two employees. Karim Raad, Chair, voiced a lot of concern over employees at the Library getting several Step increases, in the middle of the year, without any regard to Process, which the Library Director, as well as the Library Board of Trustees should be very aware of. A Library employee who was working a very small number of hours, and who officially was considered retired in 2010 should not have received 3 Step increases when returning to work for the Library. Also, any promotion given to an employee of the municipality should not have included several step increases automatically. This is a violation of policies which should have been reviewed with the Personnel Board prior to execution. After much discussion on the subject, and lack of desire from the Library Board of Trustees to correct the step increases, the FinCom conceded that the Salary Budget line item as submitted would need to be voted as is., Jeff moved and Jim seconded a vote for the entire salary line – passed unanimously.

Blanchard budget discussion – Final amount is \$5,798,320 – Maria Neyland explained the changes since the last budget revision. SPED savings of \$2K will allow the school to take in up to 5 early intervention kids when they turn 3 years of age per state law. Added \$15K in carpet replacements back in. Cost of the contract was adjusted based on expectations from the CBA. 1% COLA for non-union employees was added in plus 2% increase for three administrators. Expect to return about \$40K in free cash this year as well as a possible small decrease in transportation costs at town meeting.

Fire budget discussion: Salary budget was revised upward to correct an error in vacation time for one firefighter. New proposed budget is \$724,300 which also included additional increase in the chief’s salary. The FinCom revised this number as shown in the table below.

Town of Boxborough



Finance Committee

Warrant Article Discussion:

Per the BoS liaison, Article 4 – Police bullet proof vests is being removed from the STM agenda.
Article 12 – vehicle for the fire chief – revised amount is \$47,500 – moved by Jeff/seconded by Jim – passed unanimously.
Article 13 – Public Safety Building feasibility study is being removed from the warrant.

Minutes for March 18 – Jeff moved/Jim seconded – approved unanimously
March 23 minutes – Steve moved/Jeff seconded – approved unanimously

Jim provided a high level update on the status of the CBA with the police.

The FinCom then met with the BoS to finalize funding sources for the warrant articles.

Upon reconvening from the BOS meeting, Jeff moved and Sue seconded that the Library salary line item be re-opened so that the liaison could also vote. New vote was 5 Yes, 1 No.

The FinCom then considered the non-financial articles in the warrant as follows:
Article 4 – Freeze wages, hiring and promotions - Jeff moved, Sue seconded – vote was unanimous against the article (6 No). FinCom to provide further detail at town meeting.
Article 5 – Amending the Personnel Plan – Jeff moved /Sue seconded – approved unanimously.
Article 1 – Choose town officers – Jeff moved/Sue seconded – approved unanimously.
Article 2 – Receive reports - Jeff moved/Sue seconded - approved unanimously
Article 3 – Set salaries and compensation for Officers - Jeff moved/Sue seconded – approved unanimously.

A few remaining budget lines were voted on (see Table below).

Jeff moved to adjourn the meeting at 10:19 PM, Sue seconded.
Next meeting – Monday April 1, 2013 at 7:00 PM in town hall.

Respectfully submitted by:
Dilip Subramanyam
FinCom Secretary
March 25, 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	1/26/13	\$3,000.00	173,000.00	Jim moved/Sue seconded – did

Town of Boxborough



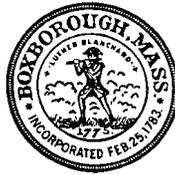
Finance Committee

compensation study to include union positions				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
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

Town of Boxborough



Finance Committee

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
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

Town of Boxborough



Finance Committee

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	\$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.
610	Library - Salary	\$206,521	3/25/13	Jeff	Jim	Passed 5-1
300	Blanchard School	\$5,798,320	3/25/13	Jeff	Jim	Passed unanimously
220	Fire - Salary	\$723,208	3/25/13	Jeff	Jim	To correct an error in vacation time for one firefighter – Passed unanimously