

**Town of Boxborough**



**Finance Committee**

FinCom Meeting Minutes for: June 24, 2013

Venue: Sargent Library

**Attendees:**

**FinCom**

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

**Absent:** Jim Ham

**Public Participation:** Sharron Zhou (starts with the FinCom on July 1)

The meeting was called to order at 7:08 PM by Karim.

June 10 meeting minutes – moved by Sue and seconded by Jeff – approved unanimously.

RFT's:

Police Dispatch Expenses –

Police maintenance expenses (instrument clusters on 3 cars) caused the budget to go over.

Police OT expense – Mike Guzzo explained the basis for the current model and how it does not predict OT well when unusual events occur like injuries to an officer. Discussion focused on what the chief might have done differently under these circumstances in order to better manage the budget.

The FinCom reluctantly agreed to support this RFT.

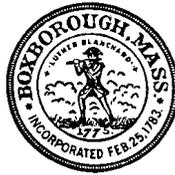
DPW Snow & Ice wages – expense line is under budget for the year but the salary line is over budget.

DPW Fuel expense – Diesel fuel consumption (procurement) was 3000 gallons higher than budgeted but the expense budget was only over by about \$2400 due to lower consumption of regular gasoline. There was a lot of discussion about the size of this overage. One question is whether there is any fuel left in the DPW tanks presently?

Mike indicated that the new fuel system is already resulting in a drop in fuel consumption. The FinCom expressed a desire to visit the new fuel dispensing system at the DPW. Karim to set up dates – possibly July 23.

Karim to send a note to the Library Trustees and Director regarding an end of year financial review with Mike Guzzo.

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There was some brief discussion about the RECC presentation to the BoS scheduled for tomorrow.

**Next meeting – Monday, July 8, 2013 at 7:00 PM at Town Hall – Morse Room**

Meeting was adjourned at 8:15 PM – moved by Sue, seconded by Jeff, approved unanimously.

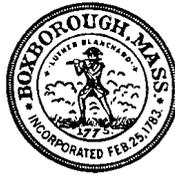
Respectfully submitted by:  
 Dilip Subramanyam  
 FinCom Secretary  
 June 24, 2013.

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.
New vehicle for Police due to accident	5/9/13	\$6,264	\$132,854	Jim moved, Sue seconded – approved unanimously
Adjustment for new IRS mileage rate	5/9/13	\$25.00	\$132,829	Jim moved, Sue seconded – approved unanimously.
Environmental services - BoH	6/3/13	\$389.28	\$132,439.72	Sue moved, Jeff seconded – approved unanimously
Nursing services - BoH	6/3/13	\$175.12	\$132,264.60	Sue moved, Jeff seconded – approved unanimously
Police Dispatch expenses	6/10/13	\$2,500.00	-	Jeff moved, Jim seconded – tabled because the BoS has not approved this yet.
Police Expenses	6/10/13	\$5,132.00	-	Tabled for the same reason as above.
Police O/T	6/10/13	\$22,000.00	-	Tabled
ABRHS Debt Service	6/10/13	\$6.00	\$132,258.60	Neal moved, Sue seconded – approved unanimously
ABRJHS Debt Service	6/10/13	\$88.00	\$132,170.60	Jeff moved, Steve seconded –

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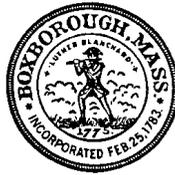
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				approved unanimously.
Police Dispatch expenses	6/24/13	\$2,500.00	\$129,670.60	Jeff/Sue, approved unanimously
Police Expenses	6/24/13	\$5,132.00	\$124,538.60	Neal/Jeff – approved unanimously
Police O/T	6/24/13	\$22,000.00 (\$15,000)	\$109,538.60	Neal/Jeff – 5 Yes, 1 No, Passed. <b>Note: RFT request was subsequently lowered to \$15K so balance reflects this new figure.</b>
DPW Snow & Ice – Wages & OT	6/24/13	\$3,607.36	\$105,931.24	Jeff/Neal – approved unanimously
DPW Fuel expense	6/24/13	\$6,697.11	\$99,234.13	Jeff/Neal – 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

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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
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

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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 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
429	DPW – Fuel expense	\$97,250	4/1/13	Sue	Jeff	Re-vote after \$4500 was taken out by M. Guzzo.