

**Town of Boxborough**



**Finance Committee**

FinCom Meeting Minutes for: July 8, 2013

Venue: Town Hall

**Attendees:**

**FinCom**

1. Karim Raad
2. Steve Ballard
3. Jeff Scott
4. John Rosamond
5. Erik Romaniak
6. Sharon Zhou

**Absent:** Jim Ham, Neal Hesler, Dilip Subramanyam

**Public Participation:** none

The meeting was called to order at 7:05 PM by Karim.

Fincom welcomed its three new members, participating in their first meeting: John Rosamond, Erik Romaniak, and Sharon Zhou. The Fincom is now operating with its full complement of nine members.

June 24 meeting minutes – moved by Steve and seconded by Jeff – approved unanimously.

**Reserve Fund Transfers:**

Selina Shaw, Town Administrator, joined our meeting to review requested reserve fund transfers. Because RFTs require approval by the Board of Selectmen, and that Board had not yet met to approve these RFTs, Fincom's approval of expenditures was made contingent upon BOS approval. Requested RFTs are as follows, with Fincom actions summarized in the table that follows:

Generator design services – a warrant was approved at the May 2012 Town Meeting for two new generators, for the DPW and Blanchard. It had been assumed that a prior design would apply, but this is not the case. Separate RTF's for the DPW (\$5,500) and Blanchard plus Hager well (\$28,250) portions of a design and services contract were reviewed. Selina compared these with Acton's recent purchase for similar services (\$16,500 for the design of 2 50kw generators), and confirmed with Littleton Electric that the proposed fees were reasonable.

School Legal Services – unexpected additional expenses attributed to the expanded A-B regional school district.

Animal control and related training – reimbursement for an unplanned conference and expenses.

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Treasurer tax title foreclosure – land court required unplanned notification of parties, the cost of which was not budgeted.

Election and voter registration hourly wages: Liz Markiewicz, Town Clerk, joined the meeting to discuss election and voter registration staffing RFT, required to support unplanned special elections. She requested a modest adjustment in the hours required (adding 2.5 hours).

RFT for 2014: Veterans Benefits – benefits must be paid that are approved by MA Veterans program. This payment supports three months’ qualified rent for a veteran. This expense was not budgeted.

**Next meeting – to be scheduled.**

Meeting was adjourned at 8:45 PM – moved by Steve, seconded by Eric, approved unanimously.

Respectfully submitted by:

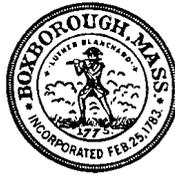
Jeffrey Scott  
Acting for FinCom Secretary Dilip Subramanyam  
July 8, 2013.

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	6/10/13	\$2,500.00	-	Jeff moved, Jim seconded –

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expenses				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 – 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. <u>Note:</u> RFT request was subsequently lowered to \$15K so balance reflects this new figure.
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.
DPW generator design services	7/8/13	\$5,500.00	\$93,734.13	Steve/John – approved unanimously, subject to Selectmen approval.
Blanchard & Hager well design services	7/8/13	\$28,250	\$65,484.13	Steve/Sharon – approved unanimously, subject to Selectmen approval.
Legal Services -School	7/8/13	\$71.48	\$65,412.65	Steve/Eric – approved unanimously, subject to Selectmen approval.
Animal control expense	7/8/13	\$94.00	\$65,318.65	Steve/John – approved unanimously, subject to Selectmen approval.
Treasurer tax title foreclosure expense	7/8/13	\$2,238.00	\$63,080.65	Steve/John – approved unanimously, subject to Selectmen approval.
Election and voter registration wages	7/8/13	\$739.72	\$62,340.93	Steve/Eric – approved unanimously, subject to Selectmen approval.
<b>Approved for FY2014:</b> Veterans Benefits	7/8/13	\$2,922.00	\$59,418.93	Sharon/Eric – approved unanimously, subject to Selectmen approval.