

Town of Boxborough



Finance Committee

FinCom Meeting Minutes for: August 13, 2013

Venue: Town Hall

Attendees:

FinCom

1. Karim Raad
2. Steve Ballard
3. Jeff Scott
4. John Rosamond
5. Eric Romaniak
6. Neil Hesler
7. Sharon Zhou
8. Dilip Subramanyam

Absent: Jim Ham

Public Participation: Maria Neyland

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.

July 8 meeting minutes – moved by Jeff and seconded by John – approved unanimously with 2014 budget table deletion.

School Committee Update (M. Neyland):

Received final approval from DESE for the regionalization. Financial oversight committee being formed to track savings for the next 5 years. Needs a representative from the FinCom. First budget will be for the 2015 fiscal year. Assessment will be in accordance with both towns. Consensus was to nominate Jim Ham as the primary with one or two secondary members.

Maria indicated that a couple of parents have raised funds (\$300-350K) to redo the high school track with a goal of raising up to \$400-410K. Expected cost is around \$600K. Additional savings are expected from budget efficiencies (not including monies from lower field revenues). State aid has increased so this will also reduce the assessment slightly. The school committee is meeting on Aug 22. The lower field project is experiencing better than expected revenues so debt is being paid off at a higher rate.

Library Financial Review:

Karim is still waiting for the requested reports.

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DPW Visit – Jim, Sharron, Jeff and Neil were not able to attend the last session. Another session to be scheduled for them. The new fuel system is working well but there are still some software issues being worked on. Need to format reports for useful analysis. The FinCom felt that Tom was doing a good job and doing as much as possible with the limited resources available. The garage and lounge were rather cramped.

Additional visits need to be planned for the Police Department and COA.

Liaison Updates: (see attached table at the end of these minutes)

Mail:

The FinCom went through mail (energy commission budget update).

Next meeting – Monday, August 26 at Town Hall

Meeting was adjourned at 8:12 PM – moved by Eric, seconded by Steve, approved unanimously.

Respectfully submitted by:

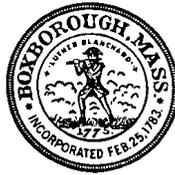
D. Subramanyam
FinCom Secretary
August 13, 2013.

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

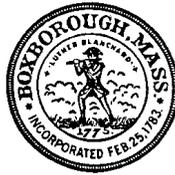
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Nursing services - BoH	6/3/13	\$175.12	\$132,264.60	Sue moved, Jeff seconded – approved unanimously
Police Dispatch expenses	6/10/13	\$2,500.00	-	Jeff moved, Jim seconded – tabled because the BoS has not approved this yet.
Police Expenses	6/10/13	\$5,132.00	-	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 – 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. Note: 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.

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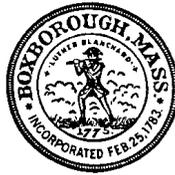
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Approved for FY2014: Veterans Benefits	7/8/13	\$2,922.00	\$59,418.93	Sharon/Eric – approved unanimously, subject to Selectmen approval.
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Updated Liaison List:

Department		Account	<u>2013 Liaison</u>	<u>2014 Liaison</u>
Protection	Police	210	Jim Ham / Karim Raad	Jim/ Karim/John
	Fire	220	Dilip Subramanyam / Karim Raad	Dilip/ Karim/Eric
	Dispatch	221	Jim Ham / Karim Raad	Jim/ Karim/John
	Inspectors	241	Neal Hesler / Dilip Subramanyam	Neal / Dilip
	Emergency Mgmt.	291		Jim Ham
	Dog Officer	292	Jim Ham	Jim/Eric/John
	Field Driver	299	Jim Ham	Jim/Eric/John
Education	Blanchard School	300	Jim Ham/ Jeff Scott	Jim/ Jeff/Sharron
	Minuteman Vocational HS	310	Susan Bak / Jim Ham	Jim/Neal/Sharron
	ABRS Assessment	320	Susan Bak / Jim Ham	Jim/Sharron
Dept. Public Works	Public Works	422	Karim Raad	Karim/Dilip
	Snow & Ice	423	Karim Raad	Karim/Dilip
	Street Lighting	424	Karim Raad	Karim/Dilip
	Hager Well Maintenance	425	Karim Raad	Karim/Dilip
	Fuel	429	Karim Raad	Karim/Dilip
	Hazardous Waste Collection	431	Karim Raad	Karim/Dilip
	Cemetery	491	Karim Raad	Karim/Dilip
Health Services	Board of Health	511	Jeff Scott / Susan Bak	Jeff / Sharron
	Environmental Services	519	Jeff Scott / Susan Bak	Jeff / Sharron
	Family Services	521	Jeff Scott / Susan Bak	Jeff / Sharron
	Nursing Services	522	Jeff Scott / Susan Bak	Jeff / Sharron
	Mental Health Services	523	Jeff Scott / Susan Bak	Jeff / Sharron
	Council on Aging	541	Jeff Scott / Susan Bak	Jeff / Sharron
	Veterans	543	Jeff Scott / Susan Bak	Jeff / Sharron
	Inspect of Animals	599	Jeff Scott / Susan Bak	Jeff / Sharron
	Animal Control Officer	600	Jeff Scott / Susan Bak	Jeff / Sharron
	Landfill Monitoring	510	Jeff Scott / Susan Bak	Jeff / Sharron
Culture & Recreation	Library	610	Susan Bak / Jeff Scott	Jeff/Steve
	Recreation Committee	630	Susan Bak / Jeff Scott	Jeff/Steve
	Historical Committee	691	Susan Bak / Jeff Scott	Jeff/Steve
	Public Celebration	692	Susan Bak / Jeff Scott	Jeff/Steve
	Steele Farm	693	Susan Bak / Jeff Scott	Jeff/Steve
	A/B Cultural Council	699	Susan Bak / Jeff Scott	Jeff/Steve/Sharron
Town Government	Moderator	114	Karim Raad	Karim Raad

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	Town Hall	192	Neal H / Dilip Subramanyam	Neal/Dilip
	Town Constable	119	Neal Hesler / Dilip Subramanyam	Neal/Dilip
	Selectman	122	Karim Raad / Jim Ham	Karim/Jim
	Town Administrator	123	Neal Hesler / Dilip Subramanyam	Neal/Dilip/Sharron
	Finance Committee	131	Karim Raad	Karim
	Accountant	135	Neal Hesler / Dilip Subramanyam	Neal/Dilip/Sharron
	Assessor	141	Neal Hesler / Dilip Subramanyam	Neal/Dilip/Sharron
	Treasurer	145	Neal Hesler / Dilip Subramanyam	Neal/Dilip/Eric
	Tax Collector	146	Neal Hesler / Dilip Subramanyam	Neal/Dilip/Eric
	Legal	151	Neal Hesler / Dilip Subramanyam	Neal/Dilip/Eric
	Personnel Board	152	Neal Hesler / Dilip Subramanyam	Neal/Dilip/John
	Town Clerk	161	Neal Hesler / Dilip Subramanyam	Neal/Dilip/John
	Elect & Registration	162	Neal Hesler / Dilip Subramanyam	Neal/Dilip/Eric
Debt / Insurance	Debt & Interest		Neal Hesler / Dilip Subramanyam	Neal/Dilip/Eric
	Insurance		Neal Hesler / Dilip Subramanyam	Neal/Dilip
	Retirement		Neal Hesler / Dilip Subramanyam	Neal/Dilip
Land Use Boards	Conservation Commission	171	Karim Raad	Karim/Eric
	Planning Board	175	Karim Raad	Karim/Eric
	Zoning Board	176	Karim Raad	Karim/Eric
	Housing Board	177	Karim Raad	Karim/Eric
	Agricultural Commission	179	Karim Raad	Karim/Eric
Other	Energy Committee	199	Karim Raad	Karim
	Bitcom		Karim Raad	Karim
	Reserve Fund		Karim Raad	Karim
	Civil Defense		Karim Raad	Karim
	Boxborough Leadership Forum		Karim Raad	Karim
	Capital Plan		Dilip Subramanyam / Karim Raad	Dilip/Karim
	Town Report		Dilip Subramanyam / Karim Raad	Dilip/Karim