

## Town of Boxborough



### Finance Committee

FinCom Meeting Minutes for: October 21, 2013

Venue: Boxborough Town Hall

#### **Attendees:**

##### **FinCom**

1. Karim Raad
2. John Rosamond
3. Eric Romaniak
4. Dilip Subramanyam
5. Jeff Scott

**Absent:** Sharron Zhou, Neal Hesler, Jim Ham, Steve Ballard

**Public Participation:** Susan Bak.

The meeting was called to order at 7:33 PM by Karim.

Susan Bak, Boxborough Personnel Board, summarized the salary survey produced by the Board's retained consultant. The final report will be presented to the Nov.4 Town Selectmen meeting. The Fincom is invited to attend and comment.

Selina Shaw stopped by and briefly discussed the 2015 planning calendar. Preliminary 2015 budgets will be distributed to department heads on or about Friday Oct. 25, with budget submissions due Nov. 22. A detailed planning calendar available was distributed.

Dilip moved that minutes for the Sept. 30 Fincom committee be approved. John seconded and they were approved unanimously.

Karim presented a Reserve Fund Transfer Request in the amount of \$11,500, approved by the Board of Selectmen, to fund engineering consulting services associated with the subdivision of Boxborough municipal and school land, pursuant to Blanchard School's incorporation into the regional school system. Dilip moved that the transfer be approved, John seconded, and the transfer was approved unanimously.

Eric and John reported that they attended the recent Association of Town Finance Committees (ATFC) annual meeting, an event intended to help new Fincom members learn about our responsibilities and processes.

Karim reported that the Fincom tour of the Fire Department, originally scheduled for earlier this month, needs to be rescheduled. A Library tour will also be arranged. Possible dates will be discussed at the next Fincom meeting.

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Next meeting – Monday, October 28, 2013 at Town Hall at 7:30 PM

Meeting was adjourned at 8:50 PM – moved by Eric, seconded by John, approved unanimously.

Respectfully submitted by:

J. Scott  
 Fincom Secretary  
 October 21, 2013.

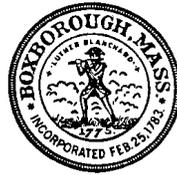
Reserve Fund Transfers:  
**Reserve Fund**

Item	Date	Cost	Left in Reserve	Reason
Initial reserve	8/27/13		\$185,000.00	Initial amount from article 5
Engineering Services	10/21/13	\$11,500	173,500.00	Blanchard property survey.

Updated Liaison List:

Department		Account	<u>2013 Liaison</u>	<u>2014 Liaison</u>
<b>Protection</b>	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 Mgt	291		Jim Ham
	Dog Officer	292	Jim Ham	Jim/Eric/John
	Field Driver	299	Jim Ham	Jim/Eric/John
<b>Education</b>	Blanchard School	300	Jim Ham/ Jeff Scott	Jim/ Jeff/Sharron
	Minuteman Vocational HS	310	Susan Bak / Jim Ham	Neal/Sharron
	ABRS Assessment	320	Susan Bak / Jim Ham	Jim/Sharron
<b>Dept. Public Works</b>	Public Works	422	Karim Raad	Karim/Dilip/Eric
	Snow & Ice	423	Karim Raad	Karim/Dilip/Eric
	Street Lighting	424	Karim Raad	Karim/Dilip/Eric
	Hager Well Maintenance	425	Karim Raad	Karim/Dilip/Eric
	Fuel	429	Karim Raad	Karim/Dilip/Eric
	Hazardous Waste Coll	431	Karim Raad	Karim/Dilip/Eric
	Cemetery	491	Karim Raad	Karim/Dilip/Eric
<b>Health Services</b>	Board of Health	511	Jeff Scott / Susan Bak	Jeff / Sharron
	Environmental Services	519	Jeff Scott / Susan Bak	Jeff / Sharron

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	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
<b>Culture &amp; Recreation</b>	Library	610	Susan Bak / Jeff Scott	Jeff/Steve
	Recreation Comm	630	Susan Bak / Jeff Scott	Jeff/Steve
	Historical Comm	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	Steve/Sharron
<b>Town Government</b>	Moderator	114	Karim Raad	Karim Raad
	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/Steve
	Personnel Board	152	Neal Hesler / Dilip Subramanyam	Neal/Dilip/John
	Town Clerk	161	Neal Hesler / Dilip Subramanyam	Neal/Dilip/John
	Elect & Regist	162	Neal Hesler / Dilip Subramanyam	Neal/Dilip/Eric
<b>Debt / Insurance</b>	Debt & Interest	710 & 751	Neal Hesler / Dilip Subramanyam	Neal/Dilip/Steve
	Insurance	912/915/945	Neal Hesler / Dilip Subramanyam	Neal/Dilip/Steve
	Retirement	830	Neal Hesler / Dilip Subramanyam	Neal/Dilip/Steve
<b>Land Use Boards</b>	Conservation Comm	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

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	Agricultural Comm	179	Karim Raad	Karim/Eric
<b>Other</b>	Energy Committee	199	Karim Raad	Karim
	Bitcom		Karim Raad	Karim
	Reserve Fund	132	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