

Town of Boxborough



Finance Committee

FinCom Meeting Minutes for: November 25, 2013

Venue: Boxborough Community Center

Attendees:

FinCom

1. Steve Ballard
2. Dilip Subramanyam
3. Eric Romaniak
4. Neal Hesler

Absent: Jim Ham, Jeff Scott, John Rosamond

Public Participation: Jennifer Barrett, new town accountant

The meeting was called to order at 7:33 by Dilip. Revised FinCom by-laws approved at town meeting in May were approved by the state Attorney General so the FinCom was able to have a meeting with only 4 members constituting a quorum (there are currently 7 active members).

Approval of Minutes:

Steve moved/Eric seconded – approved unanimously.

The committee met with Jennifer Barrett – new town accountant. FinCom members introduced themselves briefly. Jennifer then introduced herself. The FinCom looks forward to a productive relationship. Ms. Barrett then shared what she had for a 2015 budget to-date. She is still waiting for a few departments to submit budgets. She is currently trying to resolve an issue with how COA revenue and expenses were being handled. The auditors were here last week and a report from them is expected shortly. She is almost done with the Schedule A report to the state. The FinCom shared their budget philosophy and prior concerns about key budget items. She expects to have an initial version of the budget by December 6.

Liaison list was updated to reflect the resignations of two members – Karim Raad and Sharron Zhou.

Next meeting – Monday, December 9, 2013 at Town Hall at 7:30 PM

Meeting was adjourned at 8:35 PM – moved by Steve, seconded by Neal, approved unanimously.

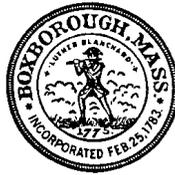
Respectfully submitted by:

D. Subramanyam

On behalf of John Rosamond, Fincom Secretary

November 25, 2013.

Town of Boxborough



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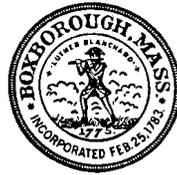
Reserve Fund Transfers:
Reserve Fund

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.
Police Repair/Maint-Veh.	11/04/13	\$11,471	162,029.00	Police vehicle replacement.

Updated Liaison List:

Department		Account	2013 Liaison	2014 Liaison
Protection	Police	210	Jim Ham / Karim Raad	Jim//John
	Fire	220	Dilip Subramanyam / Karim Raad	Dilip/Eric
Education	Dispatch	221	Jim Ham / Karim Raad	Jim/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
	Blanchard School	300	Jim Ham/ Jeff Scott	Jim/ Jeff/Sharron
	Minuteman Vocational HS	310	Susan Bak / Jim Ham	Neal/Sharron
Dept. Public Works	ABRS Assessment	320	Susan Bak / Jim Ham	Jim/Sharron
	Public Works	422	Karim Raad	Dilip/Eric
Health Services	Snow & Ice	423	Karim Raad	Dilip/Eric
	Street Lighting	424	Karim Raad	Dilip/Eric
	Hager Well Maintenance	425	Karim Raad	Dilip/Eric
	Fuel	429	Karim Raad	Dilip/Eric
	Hazardous Waste Coll	431	Karim Raad	Dilip/Eric
	Cemetery	491	Karim Raad	Dilip/Eric
	Board of Health	511	Jeff Scott / Susan Bak	Jeff
Culture &	Environmental Services	519	Jeff Scott / Susan Bak	Jeff
	Family Services	521	Jeff Scott / Susan Bak	Jeff
	Nursing Services	522	Jeff Scott / Susan Bak	Jeff
	Mental Health Services	523	Jeff Scott / Susan Bak	Jeff
	Council on Aging	541	Jeff Scott / Susan Bak	Jeff
	Veterans	543	Jeff Scott / Susan Bak	Jeff
	Inspect of Animals	599	Jeff Scott / Susan Bak	Jeff
	Animal Control Officer	600	Jeff Scott / Susan Bak	Jeff
	Landfill Monitoring	510	Jeff Scott / Susan Bak	Jeff
Library	610	Susan Bak / Jeff Scott	Jeff/Steve	

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Recreation				
	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
Town Government	Moderator	114	Karim Raad	Dilip
	Town Hall	192	Neal H / Dilip Subramanyam	Neal/Dilip
	Town Constable	119	Neal Hesler / Dilip Subramanyam	Neal/Dilip
	Selectman	122	Karim Raad / Jim Ham	Jim
	Town Administrator	123	Neal Hesler / Dilip Subramanyam	Neal/Dilip
	Finance Committee	131	Karim Raad	Dilip
	Accountant	135	Neal Hesler / Dilip Subramanyam	Neal/Dilip
	Assessor	141	Neal Hesler / Dilip Subramanyam	Neal/Dilip
	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
Debt / Insurance	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
Land Use Boards	Conservation Comm	171	Karim Raad	Eric
	Planning Board	175	Karim Raad	Eric
	Zoning Board	176	Karim Raad	Eric
	Housing Board	177	Karim Raad	Eric
	Agricultural Comm	179	Karim Raad	Eric
Other	Energy Committee	199	Karim Raad	Dilip/Jeff
	Bitcom		Karim Raad	Dilip/Jeff
	Reserve Fund	132	Karim Raad	Dilip/Jeff
	Civil Defense		Karim Raad	Dilip/Jeff
	Boxborough Leadership Forum		Karim Raad	Dilip/Jeff
	Capital Plan		Dilip Subramanyam / Karim Raad	Dilip/Jeff

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	Town Report		Dilip Subramanyam / Karim Raad	Dilip/Jeff/John
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