

**Town of Boxborough**



**Finance Committee**

FinCom Meeting Minutes for: December 16th, 2013  
Venue: Boxborough Town Hall

**Attendees:**

**FinCom**

1. Dilip Subramanyam
2. John Rosamond
3. Eve Li
4. Eric Romaniak
5. Jeff Scott

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

**Public Participation:** Bob Stemple (BoS liaison), Susan Bak

The meeting was called to order at 7:02pm by Dilip, who introduced Eve Li and welcomed her as a member of FinCom

**Approval of Minutes:**

December 9<sup>th</sup> meeting minutes - Dilip moved/John seconded – approved unanimously with minor revisions.

**Discussion with Bob Stemple:**

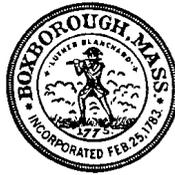
Dilip outlined the areas that we wanted to discuss with Bob in his role as BoS liaison with FinCom, illustrating them with the potential developments for the Fire and Police Departments. It was agreed that input from the relevant department heads was essential to define the strategy and direction for their Departments. There was a discussion around a potential warrant article for a feasibility study and potential FinCom involvement in helping set the parameters for the study. This was followed by a broad discussion of ways in which FinCom could work with the Board of Selectmen to ensure better coordination and help streamline the budget process and set expectations to departments.

**Motion to adjourn** at 8.00pm – moved by Jeff, seconded by Steve – approved unanimously in order for FinCom members to attend the Board of Selectmen meeting to hear the presentation on the final report from the external consultant on the compensation, classification and benefits study for non-union positions.

**FinCom Reconvened** at 9.20pm to discuss briefly the process for FinCom to review the proposed compensation plans.

**Next Meeting – Monday, January 6<sup>th</sup> 2014 at the Town Hall at 7.30pm**

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Meeting was adjourned at 9.40pm – moved by Jeff, seconded by Eve, approved unanimously

Respectfully submitted:

John Rosamond, Fincom Secretary  
December 16th, 2013.

**Reserve Fund Transfers:**

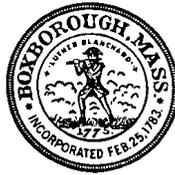
**Reserve Fund**

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

**Updated Liaison List:**

<b>Department</b>		<b>Account</b>	<b><u>2013 Liaison</u></b>	<b><u>2014 Liaison</u></b>
<b>Protection</b>	Police	210	Jim Ham / Karim Raad	Jim//Jeff
	Fire	220	Dilip Subramanyam / Karim Raad	Dilip/Eric
	Dispatch	221	Jim Ham / Karim Raad	Jim/Jeff
	Inspectors	241	Neal Hesler / Dilip Subramanyam	Neal / Dilip
	Emergency Mgt	291		Jim/Jeff
	Dog Officer	292	Jim Ham	Jim/John
	Field Driver	299	Jim Ham	Jim/John
<b>Education</b>	Blanchard School	300	Jim Ham/ Jeff Scott	Jim/ Eve
	Minuteman Vocational HS	310	Susan Bak / Jim Ham	Neal/Eve?
	ABRS Assessment	320	Susan Bak / Jim Ham	Jim/Eve?
<b>Dept. Public Works</b>	Public Works	422	Karim Raad	Dilip/Eric
	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
<b>Health Services</b>	Board of Health	511	Jeff Scott / Susan Bak	Jeff /Steve
	Environmental Services	519	Jeff Scott / Susan Bak	Jeff /Steve
	Family Services	521	Jeff Scott / Susan Bak	Jeff /Steve
	Nursing Services	522	Jeff Scott / Susan Bak	Jeff /Steve
	Mental Health Services	523	Jeff Scott / Susan Bak	Jeff/Steve

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	Council on Aging	541	Jeff Scott / Susan Bak	Jeff/Steve
	Veterans	543	Jeff Scott / Susan Bak	Jeff/Steve
	Inspect of Animals	599	Jeff Scott / Susan Bak	Jeff/Steve
	Animal Control Officer	600	Jeff Scott / Susan Bak	Jeff/Steve
	Landfill Monitoring	510	Jeff Scott / Susan Bak	Jeff/Steve
<b>Culture &amp; Recreation</b>	Library	610	Susan Bak / Jeff Scott	John/Steve
	Recreation Comm	630	Susan Bak / Jeff Scott	John/Steve
	Historical Comm	691	Susan Bak / Jeff Scott	John/Steve
	Public Celebration	692	Susan Bak / Jeff Scott	John/Steve
	Steele Farm	693	Susan Bak / Jeff Scott	John/Steve
	A/B Cultural Council	699	Susan Bak / Jeff Scott	Steve
<b>Town Government</b>	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/Eve
	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/Eric
	Tax Collector	146	Neal Hesler / Dilip Subramanyam	Neal/Eric
	Legal	151	Neal Hesler / Dilip Subramanyam	Neal/Eric
	Personnel Board	152	Neal Hesler / Dilip Subramanyam	Neal/Eric
	Town Clerk	161	Neal Hesler / Dilip Subramanyam	Neal/John
	Elect & Regist	162	Neal Hesler / Dilip Subramanyam	Neal/John
<b>Debt / Insurance</b>	Debt & Interest	710 & 751	Neal Hesler / Dilip Subramanyam	Neal/ Steve
	Insurance	912/915/945	Neal Hesler / Dilip Subramanyam	Neal/ Steve
	Retirement	830	Neal Hesler / Dilip Subramanyam	Neal/ Steve
<b>Land Use Boards</b>	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
<b>Other</b>	Energy Committee	199	Karim Raad	Steve/Jeff
	Bitcom		Karim Raad	Steve/Jeff

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Reserve Fund	132	Karim Raad	Dilip/Jeff
Civil Defense		Karim Raad	Steve/Jeff
Boxborough Leadership Forum		Karim Raad	Dilip/Jeff
Capital Plan		Dilip Subramanyam / Karim Raad	Dilip/Jeff
Town Report		Dilip Subramanyam / Karim Raad	Dilip/Jeff/John