

**Town of Boxborough**



**Finance Committee**

FinCom Meeting Minutes for: January 13<sup>th</sup> 2014  
Venue: Boxborough Town Hall

**Attendees:**

**FinCom**

1. Dilip Subramanyam
2. John Rosamond
3. Jeff Scott
4. Steve Ballard
5. Neal Hesler
6. Eve Li
7. Jim Ham

**Absent:** Eric Romaniak.

**Public Participation:** Jennifer Barrett

The meeting was called to order at 7:40pm by Dilip.

**Approval of Minutes:**

December 16<sup>th</sup> meeting minutes - moved by Jeff, seconded by Dilip – approved unanimously.

**Consultant's report on Compensation and Benefits:** FinCom reviewed the consultant's report on the compensation plan for non-Union personnel together with a document produced by a member of the Board of Selectmen in response to the report, raising questions about the process, methodology and some of the gradings recommended in the report. FinCom noted that this response made suggestions that were not costed, but which would clearly have the effect of raising overall salary costs for the Town. After discussion, FinCom agreed that it would need review the detailed impact of the recommendations in the context of the whole FY-15 budget, and that this view would be communicated to the BoS. John Rosamond temporarily left the FinCom meeting to participate in the BoS discussion on this subject. He returned and briefed the FinCom.

**Budget Meetings:** Jeff reported on a meeting that he and John had on 1/9 with the Police Chief and the BoS liaison (Les Fox) to review the current version of the proposed FY-15 Police and Dispatch budgets. It was noted that the Dispatch budget for overtime was increasing significantly, and it was later agreed to that FinCom would review the Police and Dispatch budgets in detail at their next meeting (1/21). Jeff also pointed out that although the Consultant's report had not yet been completed, there was now a proposed Warrant article for \$400K for radios (for police, fire, DPW and dispatch) that is significantly more than previously identified in the Capital plan.

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Jeff also reported on a subsequent meeting (1/10) with the Board of Selectmen’s contract negotiating team to understand their thinking prior to starting negotiations with the Police Chief, around a new contract covering FY-15 through FY-17. Jeff reported the current thinking of the BoS team, and FinCom agreed to feedback their view to that team prior to the start of their negotiations.

**Budget Rev 3 Discussion:** There was a discussion with Jennifer Barrett (Town Accountant) of the Rev 3 budget. The impacts of school district regionalization were noted, with State Aid decreasing by \$1.2M, Benefits costs dropping by \$700K, and the Blanchard assessment decreasing by about 4%. This version of the budget has warrants for \$1.3M (that includes the radios noted above)

**Liaison roles:** It was agreed that Steve and Eve would act as the FinCom liaison for the DPW and this is reflected in the table of responsibilities that is appended to this document.

**RFT:** FinCom unanimously approved an RFT for extra hours for the Town Assessor for the remainder of the fiscal year to allow her to get her office up-to-date with inspections.

**Next meeting:** Since Monday 20<sup>th</sup> January is a holiday, the next FinCom meeting will be on Tuesday January 21<sup>st</sup> at 7pm in the Town Hall.

Motion to adjourn at 9.50pm – moved by Neal, seconded by Steve – approved unanimously

Respectfully submitted,

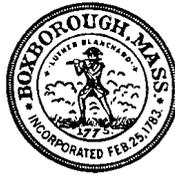
John Rosamond, Fincom Secretary  
January 13th, 2014.

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.
Town Assessor	01/13/14	\$3089.84	158,939.16	Increased hours for workload

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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	Steve/Eve
	Snow & Ice	423	Karim Raad	Steve/Eve
	Street Lighting	424	Karim Raad	Steve/Eve
	Hager Well Maintenance	425	Karim Raad	Steve/Eve
	Fuel	429	Karim Raad	Steve/Eve
	Hazardous Waste Coll	431	Karim Raad	Steve/Eve
	Cemetery	491	Karim Raad	Steve/Eve
<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
	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	Neal/Dilip

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			Subramanyam	
	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
	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

FinCom addressed the submitted budgets and voted on the following accounts:

Line No.	Description	Amount	Date	Moved	Seconded	Vote