

Town of Boxborough



Finance Committee

FinCom Meeting Minutes for: Monday January 27th 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
8. Eric Romaniak

Visitor: Jennifer Barrett (Town Accountant)

Public Participation: Jim Faulkner (Planning Board), Owen Neville (Planning Board), Elizabeth Hughes (Town Planner/Planning Board), Nancy Fillmore (PB), Susan Bak.

The meeting was called to order at 7.02pm by Dilip.

Eric left the FinCom meeting to attend the Board of Selectmen meeting for the presentation and discussion of the Public Works budget for FY '15.

Planning Board Discussion: Jim Faulkner and colleagues from the Planning Board outlined their needs in relation to updating the Town Master Plan. State law requires a plan to be in place and be updated at least every ten years; the last update of the plan for Boxborough was completed 13 years ago. Although 3 of the 10 components of the plan have already been, or are in the process of being, updated; the Planning Board would be looking to complete the remaining elements of the plan, which it was estimated would cost in the order of \$50-75K. This would require a warrant article, rather than being a component of the capital plan, and it was expected that there would be a more complete description of the scope of work, prior to the final language of the article by March 17th. It was agreed that the Planning Board would continue to communicate and liaise with FinCom as they developed the proposal.

Approval of Minutes:

Approval of the minutes for the FinCom meeting on January 13th - moved by Dilip, seconded by Jim – approved unanimously.

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Discussion of police budget: Detailed review of the Police budget was postponed; in the absence of a ratified final version of the new contract, Jim was unable to reconcile salary costs. In general discussion, there was some concern expressed about the overall salary costs as well as some of the assumptions underlying the calculation of the overtime budget. Jim and Jeff will arrange to meet with Chief Ryder and walk through the salary calculations. Similar considerations apply to Dispatch overtime shifts which have increased without obvious reason, although the consensus view was that the Dispatch budget was in pretty good shape when the overtime issue is corrected

Eric returned to FinCom from the Board of Selectmen meeting at 8.06pm and briefed the group on the DPW budget presentation to the Selectmen. In discussion, it was noted that DPW will not be doing snow removal at Blanchard School next year, but will continue to maintain the Hagar well which is outside the regional agreement.

Town Report: Dilip noted that FinCom input to the Town report is due by 4th February. John will work with Dilip to produce the FinCom material for the town report and will ask Jennifer for assistance with some of the details for inclusion.

Consultant's report on Compensation and Benefits: Susan Bak described some of the key elements from the Consultant's report on compensation and benefits. Implementing the plan and backdating the revised grading and pay structure to the start of FY'14 in addition to the 2% increase already in place for FY '14, as voted for by the Personnel Board would add about 1.7% (about \$29K) to the salary base. Implementing some of the proposals suggested by the Board of Selectmen which would see some of the positions regarded, would add at least a further \$42K. There was a broad ranging discussion, during which it was recognized that reducing the Step increase from 3.5% to 2.5% was a welcome proposal; there was some concern as to whether the 2% increase was seen as a placeholder and that failing to backdate the new structure might be viewed as a breach of faith, although options were suggested that would allow some payments without increasing the salary base. Neal expressed the view that while the short term costs were apparent, it was important to look further out to ensure that the commitments were manageable in the longer term. Although no motion was proposed, FinCom members fed back their individual views to Susan, who was asked to try to provide a forward-looking cost of the plan relative to the status quo.

Next Meeting: the next FinCom meeting will be on Monday February 3rd at 7.00pm in the Town Hall

Motion to adjourn at 9.29pm – proposed by Jim, seconded by Eric - approved unanimously

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Respectfully submitted,
John Rosamond, Fincom Secretary
January 29th 2014.

Reserve Fund Transfers:

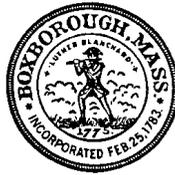
Reserve Fund

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

Updated Liaison List:

Department		Account	2013 Liaison	2014 Liaison
Protection	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
Education	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?
Dept. Public Works	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
Health Services	Board of Health	511	Jeff Scott / Susan Bak	Jeff /Steve

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	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
Culture & Recreation	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
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/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
Debt / Insurance	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
Land Use Boards	Conservation Comm	171	Karim Raad	Eric
	Planning Board	175	Karim Raad	Eric
	Zoning Board	176	Karim Raad	Eric

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	Housing Board	177	Karim Raad	Eric
	Agricultural Comm	179	Karim Raad	Eric
Other	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