

**Town of Boxborough**



**Finance Committee**

FinCom Meeting Minutes for: Saturday March 29th 2014  
Venue: Boxborough Town Hall

**Attendees:**

**FinCom**

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

**Absent:** Eric Romaniak,

**Public Participation:** Jennifer Barrett (Town Accountant), Vince Amoroso (Selectman), Jim Gorman (Selectman)

The meeting was called to order at 8.05 am by Dilip

**Budget Review:** The purpose of this meeting was for FinCom to complete the approval of the remaining FY'15 budget line items that had been held over from previous meetings. FinCom discussed and voted on a number of line items in the Town budget (Rev. 9) as recorded in the table below. In the course of voting these line items, there was significant discussion around several of the items, notably the Police budget, with Vince providing background to the BoS negotiations for the Chief's salary. It was agreed that it would be important to ensure transparency on the overall budget and individual items in the presentation at Town Meeting

**Warrant Articles:** FinCom discussed and voted on the all Warrant Articles for the Special Town Meeting, referencing the document "Town Meeting-May 12,2014\_R4\_0327". There was significant discussion around the proposal to implement the Personnel Board proposals with regard to retroactive payments and their impact on the salary baseline for the FY'15 budget. It was agreed that Jeff and Dilip would get clarification Jim Gorman spoke to the article for purchase of a new brush truck and provided compelling evidence to support the purchase. FinCom also started the process of considering and voting on Warrant articles for the Annual Town Meeting, as summarized below:

**STM Warrants:**

**Article 1 - Lease**

**Town of Boxborough**



**Finance Committee**

The Finance Committee recommends unanimously (6-0).

**Article 2 – CBA Police**

The Finance Committee Recommends unanimously (6-0).

**Article 3 – Transfer from Insurance**

The Finance Committee Recommends Unanimously (6-0).

**Article 4 – Personnel Plan**

The Finance Committee does not recommend (6-0).

**ATM Warrants:**

**Article 2 – Receive Reports**

The Finance Committee recommends unanimously (6-0).

**Article 3 – Salaries elected officials**

The Finance Committee Recommends unanimously (6-0).

**Article 5 – Budget**

The Finance Committee Recommends unanimously (6-0).

**Article 6 – Regional School Agreement Changes**

The Finance Committee does not recommend unanimously (6-0).

**Article 7 – Withdraw**

The Finance Committee recommends unanimously (6-0).

**Next Meeting:** The next FinCom meeting will be on Monday March 31st at 7.00pm in the Town Hall

**Motion to adjourn** at 12.18pm– proposed by Jeff, seconded by Jim - approved unanimously

Respectfully submitted,  
John Rosamond, Fincom Secretary  
March 30th 2014.

Reserve Fund Transfers:

Town of Boxborough



Finance Committee

**Reserve Fund**

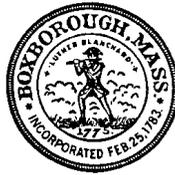
| Item                     | Date     | Cost      | Left in Reserve | Reason                             |
|--------------------------|----------|-----------|-----------------|------------------------------------|
| Initial reserve          | 7/01/13  |           | \$185,000.00    | Initial amount from article 5      |
| Veterans reserve         | 7/08/13  | \$2922    | \$182,078.00    | Veterans reserve                   |
| Engineering Services     | 10/21/13 | \$11,500  | \$170,578.00    | Blanchard property survey.         |
| Police Repair/Maint-Veh. | 11/04/13 | \$11,471  | \$159,107.00    | Police vehicle replacement.        |
| Town Assessor            | 01/13/14 | \$3089.84 | \$156,017.16    | Increased hours for workload       |
| Accountant consultant    | 02/10/14 | \$3547.50 | \$152,469.66    | Interim accountant for transition. |
|                          |          |           |                 |                                    |
|                          |          |           |                 |                                    |

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

**Budget**

| Dept No. | Dept. & Description                   | Amount       | Date    | Moved | Seconded | Vote |
|----------|---------------------------------------|--------------|---------|-------|----------|------|
| 210      | Police – Total other                  | \$143,420.00 | 2/10/14 | Neal  | John     | 5-0  |
| 221      | Dispatch – Total Salaries             | \$250,574.08 | 2/10/14 | Neal  | John     | 5-0  |
| 221      | Dispatch – Total Other                | \$36,020.00  | 2/10/14 | Neal  | John     | 5-0  |
| 422      | Public Works – Total Other            | \$229,440.00 | 2/10/14 | Neal  | John     | 5-0  |
| 423      | Snow & Ice – Total Other              | \$107,504.00 | 2/10/14 | Neal  | John     | 5-0  |
| 424      | Street Lighting – Total Other         | \$3,000.00   | 2/10/14 | Neal  | John     | 5-0  |
| 425      | Hager Well – Total Other              | \$22,400.00  | 2/10/14 | Neal  | John     | 5-0  |
| 431      | Hazardous Waste – Total Other         | \$10,000.00  | 2/10/14 | Neal  | John     | 5-0  |
| 491      | Cemetery – Total Other                | \$1000.00    | 2/10/14 | Neal  | John     | 5-0  |
| 599      | Animal Inspector – Total Other        | \$100.00     | 2/10/14 | Neal  | John     | 5-0  |
| 600      | Animal Control Officer – Total Other  | \$400.00     | 2/10/14 | Neal  | John     | 5-0  |
| 610      | Library – Total Other                 | \$120,912.00 | 2/10/14 | Neal  | John     | 5-0  |
| 510      | Landfill Monitoring – Total Other     | \$3600.00    | 2/24/14 | Jeff  | Steve    | 5-0  |
| 511      | Board of Health – Total Salaries      | \$500.00     | 2/24/14 | Jeff  | Steve    | 5-0  |
| 511      | Bard of Health – Total Other          | \$16990.00   | 2/24/14 | Jeff  | Steve    | 5-0  |
| 519      | Environmental Services – Total Other  | \$10900.00   | 2/24/14 | Jeff  | Steve    | 5-0  |
| 522      | Nursing Services – Total Other        | \$4900.00    | 2/24/14 | Jeff  | Steve    | 5-0  |
| 541      | Council on Aging – Total Other        | \$3200       | 2/24/14 | Jeff  | Steve    | 5-0  |
| 543      | Veterans – Total Salaries             | Tabled       |         |       |          |      |
| 543      | Veterans – Total Other                | \$355        | 2/24/14 | Jeff  | Steve    | 5-0  |
| 599      | Inspector of Animals – Total Salaries | Tabled       |         |       |          |      |
| 599      | Inspector of Animals – Total          | \$100        | 2/24/14 | Jeff  | Steve    | 5-0  |

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|     |   |                |         |      |       |     |
|-----|---|----------------|---------|------|-------|-----|
|     | Other                                       |                |         |      |       |     |
| 630 | Recreation Commission – Total Salaries      | Tabled         | 2/24/14 |      |       |     |
| 630 | Recreation Commission – Total Other         | \$9400         | 2/24/14 | Jeff | Steve | 6-0 |
| 691 | Historical Commission – Total Other         | \$3174         | 2/24/14 | Jeff | Steve | 6-0 |
| 692 | Public Celebrations Committee – Total Other | \$965          | 2/24/14 | Jeff | Steve | 6-0 |
| 693 | Steele Farm – Total Other                   | \$1000         | 2/24/14 | Jeff | Steve | 6-0 |
| 699 | A/B Cultural Council – Total Other          | \$1500         | 2/24/14 | Jeff | Steve | 6-0 |
| 710 | Maturing Debt Principal – Total Other       | \$740,000      | 2/24/14 | Jeff | Steve | 6-0 |
| 751 | Maturing Debt Interest – Total Other        | \$162,897      | 2/24/14 | Jeff | Steve | 6-0 |
| 114 | Moderator – Total Other                     | \$50           | 2/24/14 | Jeff | Steve | 6-0 |
| 119 | Town Constable – Total Other                | \$175          | 2/24/14 | Jeff | Steve | 6-0 |
| 122 | Selectmen – Total Salaries                  | \$2000         | 2/24/14 | Jeff | Steve | 6-0 |
| 122 | Selectmen – Total Other                     | \$2136         | 2/24/14 | Jeff | Steve | 6-0 |
| 123 | Town Administrator – Total Other            | \$2825         | 2/24/14 | Jeff | Steve | 6-0 |
| 131 | Finance Committee – Total Other             | \$455          | 2/24/14 | Jeff | Steve | 6-0 |
| 132 | Reserve Fund                                | \$185,000      | 2/24/14 | Jeff | Steve | 6-0 |
| 152 | Personnel Board – Total Other               | \$260          | 2/24/14 | Jeff | Steve | 6-0 |
| 171 | Conservation Commission – Total Other       | \$2150         | 2/24/14 | Jeff | Steve | 6-0 |
| 176 | Zoning Board of Appeals – Total Other       | \$335          | 2/24/14 | Jeff | Steve | 6-0 |
| 179 | Agricultural Commission – Total Other       | \$200          | 2/24/14 | Jeff | Steve | 6-0 |
| 210 | Police - Salaries                           | \$1,009,694.76 | 3/10/14 | Jim  | Jeff  | 6-0 |
| 135 | Accountant – Total Other                    | \$26,968       | 3/17/14 | Neal | Jeff  | 7-0 |
| 141 | Assessor – Total Other                      | \$9,388        | 3/17/14 | Neal | Jeff  | 7-0 |
| 145 | Treasurer – Total Other                     | \$8,350        | 3/17/14 | Neal | Jeff  | 7-0 |
| 146 | Tax Collector – Total Other                 | Tabled         | 3/17/14 |      |       |     |
| 151 | Legal – Total Other                         | \$53,500       | 3/17/14 | Neal | Jeff  | 7-0 |
| 156 | Technology – Total Other                    | \$27,994       | 3/17/14 | Neal | Jeff  | 7-0 |
| 161 | Town Clerk – Total Other                    | \$2,178        | 3/17/14 | Neal | Jeff  | 7-0 |
| 162 | Elect. & Regist. – Total Other              | \$6,070        | 3/17/14 | Neal | Jeff  | 7-0 |
| 175 | Planning Board – Total Other                | \$5,775        | 3/17/14 | Neal | Jeff  | 7-0 |
| 192 | Town Hall – Total Other                     | \$45,355       | 3/17/14 | Neal | Jeff  | 7-0 |
| 199 | Energy Committee – Total Other              | \$1,000        | 3/17/14 | Neal | Jeff  | 7-0 |
| 210 | Police – Total Other                        | \$137,290      | 3/17/14 | Jim  | Jeff  | 7-0 |
| 220 | Fire – Total Other                          | Tabled         |         |      |       |     |
| 241 | Building Inspector – Total Other            | \$2,250        | 3/17/14 | Neal | Jeff  | 7-0 |
| 292 | Dog Officer – Total Other                   | \$1,625        | 3/17/14 | Neal | Jeff  | 7-0 |

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|     |  |              |         |       |      |     |
|-----|--|--------------|---------|-------|------|-----|
| 299 | Field Driver - Salary                      | \$45         | 3/17/14 | Dilip | Jeff | 7-0 |
| 299 | Field Driver – Total Other                 | \$50         | 3/17/14 | Dilip | Jeff | 7-0 |
| 310 | Minuteman Vocational HS – Total Other      | \$147,254    | 3/24/14 | Neal  | Jeff | 5-0 |
| 830 | County Retirement Assessment – Total Other | \$612,822    | 3/24/14 | Neal  | Jeff | 5-0 |
| 912 | Other Benefit Insurance – Total Other      | \$60,279     | 3/24/14 | Neal  | Jeff | 5-0 |
| 915 | Employee Benefits – Total Other            | \$583,303    | 3/24/14 | Neal  | Jeff | 5-0 |
| 945 | Liability Insurance – Total Other          | \$78,640     | 3/24/14 | Neal  | Jeff | 5-0 |
| 141 | Assessor – Total Other                     | \$13,113     | 3/24/14 | Neal  | Jeff | 6-0 |
| 145 | Treasurer – Total Salaries                 | \$65,311     | 3/24/14 | Neal  | Jeff | 6-0 |
| 146 | Tax Collector – Total Other                | \$20,118     | 3/24/14 | Neal  | Jeff | 6-0 |
| 541 | Council on Aging – Total Other             | \$4,700      | 3/24/14 | Neal  | Jeff | 6-0 |
| 429 | Fuel – Total Other                         | \$97,250     | 3/24/14 | Eve   | Jeff | 6-0 |
| 320 | ABRS Assessment – Total Other              | \$10,594,577 | 3/24/14 | Jim   | Jeff | 6-0 |
| 220 | Fire – Total Other                         | \$103,498    | 3/24/14 | Dilip | Jeff | 6-0 |
| 123 | Town Administrator – Total Salaries        | \$105,000    | 3/29/14 | Jeff  | Neal | 6-0 |
| 135 | Accountant – Total Salaries                | \$64,311     | 3/29/14 | Jeff  | Neal | 7-0 |
| 141 | Assessor – Total Salaries                  | \$64,311     | 3/29/14 | Neal  | Jeff | 7-0 |
| 146 | Tax Collector – Total Salaries             | \$65,087     | 3/29/14 | Jeff  | Neal | 7-0 |
| 161 | Town Clerk – Total Salaries                | \$44,259     | 3/29/14 | Jeff  | Neal | 7-0 |
| 162 | Elect. & Regist.- Total Salaries           | \$4,762      | 3/29/14 | Jeff  | Neal | 7-0 |
| 175 | Planning Board – Total Salaries            | \$73,307     | 3/29/14 | Neal  | Jeff | 7-0 |
| 192 | Town Hall – Total Salaries                 | \$168,116    | 3/29/14 | Neal  | Jeff | 7-0 |
| 210 | Police – Total Salaries                    | \$1,008,200  | 3/29/14 | Jeff  | Neal | 5-2 |
| 220 | Fire – Total Salaries                      | \$765,214    | 3/29/14 | Jeff  | Neal | 7-0 |
| 221 | Dispatch – Total Salaries                  | \$250,302    | 3/29/14 | Jeff  | Jim  | 7-0 |
| 241 | Building Inspector – Total Salaries        | \$68,383     | 3/29/14 | Jeff  | Neal | 7-0 |
| 292 | Dog Officer – Total Salaries               | \$11,134     | 3/29/14 | Jeff  | Neal | 7-0 |
| 422 | Public Works – Total Salaries              | \$505,987    | 3/29/14 | Jeff  | Neal | 6-0 |
| 422 | Public Works – Total Other                 | \$87,590     | 3/29/14 | Jeff  | Neal | 7-0 |
| 423 | Snow & Ice – Total Salaries                | \$53,121     | 3/29/14 | Jeff  | Neal | 7-0 |
| 423 | Snow & Ice – Total Other                   | \$107,765    | 3/29/14 | Jeff  | Neal | 7-0 |
| 433 | Transfer Station – Total Other             | \$140,850    | 3/29/14 | Jeff  | Neal | 7-0 |
| 491 | Cemetery – Total Salaries                  | \$8,821      | 3/29/14 | Jeff  | Neal | 7-0 |
| 541 | Council on Aging – Total Salaries          | \$46,051     | 3/29/14 | Jeff  | Neal | 7-0 |
| 543 | Veterans – Total Salaries                  | \$1,027      | 3/29/14 | Jeff  | Neal | 7-0 |
| 599 | Inspector of Animals – Total Salaries      | \$988        | 3/29/14 | Jeff  | Neal | 7-0 |
| 600 | Animal Control Officer – Total Salaries    | \$2,705      | 3/29/14 | Jeff  | Neal | 7-0 |
| 610 | Library – Total Salaries                   | \$214,309    | 3/29/14 | Jeff  | Neal | 7-0 |
| 610 | Library – Total Other                      | \$119,012    | 3/29/14 | Jeff  | Neal | 7-0 |

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|-----|--|----------|---------|------|------|-----|
| 630 | Recreation Commission – Total Salaries | \$26,471 | 3/29/14 | Jeff | Neal | 7-0 |
|-----|--|----------|---------|------|------|-----|