

Town of Boxborough



Finance Committee

FinCom Meeting Minutes for: Monday March 31st 2014
Venue: Boxborough Town Hall

Attendees:

FinCom

1. Dilip Subramanyam
2. Jeff Scott
3. John Rosamond
4. Eve Li
5. Neal Hesler

Absent: Eric Romaniak, Steve Ballard, Jim Ham

Public Participation: Jennifer Barrett

The meeting was called to order at 7.10 pm by Dilip

Warrant Articles: The Finance Committee completed the consideration and voting on the remaining Warrant Articles for the Annual Town Meeting, and reviewed draft statements for each article that Neal had provided. It was agreed that John would coordinate the documentation in time for inclusion in the printed Meeting notice. Dilip will draft and circulate the FinCom report for inclusion in the document. Using the document "May 12, 2014_R4_0327" as the reference, FinCom revoted one article for STM and the previously unvoted articles for ATM as follows:

STM Warrant Article:

Article 4 – Personnel Plan

The Finance Committee recommends (3-2).

ATM Warrant Articles:

Article 4 –

The Finance Committee recommends unanimously (5-0).

Article 8 – CPA

The Finance Committee does not recommend (4-1)

Town of Boxborough



Finance Committee

Article 9 – CPA Bylaw

The Finance Committee will defer its recommendation until Town Meeting

Article 10 – Disposition of 72 Stow Road

The Finance Committee recommends unanimously (5-0)

Article 11 – Transfer to Stabilization

The Finance Committee recommends unanimously (5-0).

Article 12 – OPEB

The Finance Committee recommends unanimously (5-0)

Article 13 – GASB Consultant

The Finance Committee recommends unanimously (5-0)

Article 14 – Transfer of Blanchard Memorial Revolving Funds.

Finance committee recommends unanimously (5-0)

Article 15 – Transfer of Blanchard Memorial Gifts

Finance Committee recommends unanimously (5-0)

Article 16 – Rescind Borrowing Authority

The Finance Committee Recommends unanimously (5-0)

Article 17 – Revolving Fund Reauthorizations

The Finance Committee Recommends unanimously (5-0)

Article 18 – Establish Rev Fund for Rec Prog

Finance Committee recommends unanimously (5-0)

Article 19 – Establish Rev Fund for Dogs and Cats

Finance Committee will defer its recommendation (4-1)

Article 20 - Conservation Trust Fund

The Finance Committee recommends (3-2)

Article 21 –Equipment and Infrastructure

Finance committee voted to defer its recommendation to Town Meeting (5-0)

Article 22 – Capital

Finance committee voted to defer its recommendation to Town Meeting (5-0)

Article 23 – ASPHALT

The Finance Committee recommends unanimously (5-0)

Town of Boxborough



Finance Committee

Article 24 – SCUBA

The Finance Committee recommends unanimously (5-0)

Article 25 – Public Safety

The Finance Committee recommends unanimously (5-0)

Article 26 – Brush Truck

The Finance Committee recommends unanimously (5-0)

Article 27 – Dump Truck

The Finance Committee recommends unanimously (5-0)

Article 28 – Acq of Property

Finance Committee will defer its recommendation to the Town Meeting (5-0)

Article 29 – Acq of Property

Finance Committee did not vote in expectation this warrant will be withdrawn

Article 30 - Cost of Bond issuance

The Finance Committee approves unanimously (5-0)

Article 31 – Pilot Program Community Services

The Finance Committee votes to defer its recommendation to Town Meeting (5-0)

Article 32 – Expanded Veteran Services

Finance Committee approves unanimously (5-0)

Article 33 – ZONING

Finance committee defers its recommendation to Town Meeting

Article 34 – ZONING

Finance committee defers its recommendation to Town Meeting

Article 35 – ZONING

Finance committee defers its recommendation to Town Meeting

Article 36 – Petition

Finance committee unanimously does not recommend (5-0)

Article 37 – Petition

Finance committee unanimously does not recommend (5-0)

38 Accept Cistern easement

Town of Boxborough



Finance Committee

Finance Committee recommends unanimously (5-0)

39 Pers RE exemptions

Finance Committee recommends unanimously (5-0)

Article 40 - Ch 90 highway reimbursement

The Finance Committee recommends unanimously (5-0)

FinCom Presentation to ATM: Dilip will circulate last years ATM presentation to the committee to use as a template in drafting the presentation for the 2014 ATM.

Budget: FinCom voted on one line item from the proposed FY'15 budget (Rev.10) as recorded in the table below

Next Meeting: The next FinCom meeting will be on Monday April 7th at 7.00pm in the Town Hall

Motion to adjourn at 10.27 pm – proposed by Jeff, seconded by Neal - approved unanimously

Respectfully submitted,
John Rosamond, Fincom Secretary
April 2nd 2014.

Reserve Fund Transfers:
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.

Town of Boxborough



Finance Committee

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 Other	\$100	2/24/14	Jeff	Steve	5-0
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	\$162,897	2/24/14	Jeff	Steve	6-0

Town of Boxborough



Finance Committee

	Other					
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
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

Town of Boxborough



Finance Committee

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