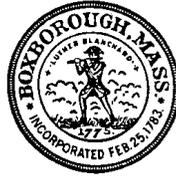


Town of Boxborough



Finance Committee

FinCom Meeting Minutes for: Monday April 14th 2014
Venue: Boxborough Town Hall

Attendees:

FinCom

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

Absent: Eric Romaniak, Jim Ham

Public Attendance: Jennifer Barrett

The meeting was called to order at 7.05 pm by Dilip

Approval of Minutes: Approval of the minutes for the meetings of March 24th, March 29th (with one amendment) and March 31st – proposed by Neal, seconded by Jeff - approved unanimously.

FinCom Membership: FinCom discussed the current membership of the committee and the continued absence of Eric Romaniak. Dilip noted that he had sent Eric an email explaining the difficulty of getting business completed with a quorate committee in his absence, but had had no response. While FinCom has authority to remove members, the committee agreed with Neal's recommendation to record and document his attendance before proceeding. (Subsequent to the meeting, it was determined that Eric had attended 3 of 12 FinCom meetings in 2014, and none of the 9 meetings held since February 10th). A motion to request Eric's withdrawal from FinCom pending the determination of his attendance record was proposed by Dilip, seconded by Jeff, and approved unanimously (6-0)

RFT requests: The committee reviewed four RFT requests, and approved three of these without substantive discussion. The fourth RFT, for computers and software updates, was discussed in detail, with FinCom expressing concern at the costs for installation of the computers as well as questioning the need for new monitors. After consulting with the Town Administrator, it was agreed to proceed with a revised RFT to cover hardware costs while conducting further discussions with the vendor to resolve the software build costs, and that Eve would be involved in these discussions. The details of these four RFT requests are recorded in the table below.

Town of Boxborough



Finance Committee

Warrant Articles: The committee reviewed the published warrant article document for STM and ATM, focusing on those articles where FinCom had previously deferred an opinion. It was noted that although the warrant was published, FinCom needed to prepare talking points for several articles, and have those available in advance of Town Meeting.

STM Warrant Article:

Article 4 – Personnel Plan

The Finance Committee recommends (3-2). Points supporting the vote in favor (John) and against (Steve) will be drafted.

ATM Warrant Articles:

Article 5-budget: FinCom reviewed the major changes in the FY'15 budget relative to FY'14, and noted that while explanations for many of these are appended to the published budget, the appropriate department liaison needs to be prepared to speak to these.

Article 8 – CPA

Dilip summarized the main points of the previous week's informal discussion with members of the Board of Selectmen and others. After (yet another) prolonged discussion on the merits and demerits of the CPA, FinCom unanimously approved a motion, moved by Jeff and seconded by Steve, to revote on this article. In the subsequent motion on the CPA article itself, FinCom voted 3-3.

Article 10 – Disposition of 72 Stow Road

The Finance Committee recommends unanimously (5-0). Neal noted that there are no costs recorded in this article and requested more information.

Article 22: Capital Equipment and Infrastructure: FinCom would expect items C and F (Grange meeting room and Steele Farm barn repairs respectively) to be withdrawn or modified if the CPA article (Article 8) is passed, on the assumption that these would be funded under CPA. If CPA fails, FinCom supports these items. FinCom does not support item D (computer replacement) at the current cost, in line with previous discussions on the RFT (see earlier).

Article 23: Studies and Initiatives: FinCom would expect item A (Record book conservation) to be withdrawn if the CPA article (Article 8) passes. The committee voted on the individual items in this article, moved by Jeff and seconded by Neal.

A: Record book conservation: \$29347: approved unanimously (6-0) subject to the CPA position

Town of Boxborough



Finance Committee

B: Town Master Plan: \$75,000: approved unanimously (6-0)

C Public Safety Space needs analysis: \$25,000: supported (4-2) Steve and Eve to draft a minority view

D Recreation commission, Liberty Fields facilities analysis; \$5,000; approved unanimously (6-0)

E Steele Farm Management plan; \$6,500; approved unanimously (6-0)

Article 29: Property Acquisition: The committee voted unanimously NOT to support this article (6-0). John will draft a set of points to support this recommendation.

Article 30: Revolving Fund for Animal Control Office-Cats and Dogs: FinCom voted unanimously NOT to support this article (6-0). Dilip will draft points in support of this recommendation

Article 32: Community Services Coordinator: FinCom voted unanimously to recommend this article (6-0). Jeff will draft points in support of this recommendation.

FinCom Presentation to ATM: Dilip has circulated last year's presentation, and updating the material for this year's meeting will be the focus of the next committee meeting

Next Meeting: The next FinCom meeting will be on Monday April 28th at 7.00pm in the Town Hall

Motion to adjourn at 9.58 pm – proposed by Jeff, seconded by Neal - approved unanimously

Respectfully submitted,
John Rosamond, Fincom Secretary
April 15th 2014.

Town of Boxborough



Finance Committee

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 Assessor	04/14/14	\$700.00	\$151,769.66	Attendance at summer conference
Board of Selectmen	04/14/14	\$2,327.00	\$149,442.66	Consulting for engineering services
Historical Commission	04/14/14	\$6,000.00	\$143,442.66	Repairs to Museum chimney
Town Administrator	04/14/14	\$15,600.00	\$127,842.66	Updated computers and software

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

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

Town of Boxborough



Finance Committee

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 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

