

Town of Boxborough



Finance Committee

FinCom Meeting Minutes for: Monday, June 23rd 2014
Venue: Town Hall – Morse Hilberg Room

Attendees:

FinCom

1. Dilip Subramanyam
2. Ted Kail
3. Jeff Scott
4. Neal Hesler
5. Eve Li

Absent: Jim Ham, Steve Ballard, John Rosamond.

Public Attendance: Jennifer Barrett, Bob Stemple (BoS Liaison)

The meeting was called to order at 7:30 pm by Dilip. First order of business was to introduce Ted Kail as a new member of the FinCom.

Approval of Meeting Minutes:

Two sets of meeting minutes remained to be approved - May 6 & May 12, 2014.

Moved by Jeff/ seconded by Neal – the minutes were approved 4-0-1 with Ted abstaining since he was not present earlier.

RFT's: All outstanding RFT's were approved (see table below) after being moved by Jeff and seconded by Neal. There was a sense from the members of the FinCom that the Police and Dispatch OT budgets were not handled very well and that there needed to be further communication with the police chief regarding the need to be more proactive in dealing with these situations.

ITR's:

In addition to the above RFT's, two interdepartmental transfer requests (ITR's) were approved based on the town accountant's assurances that these were permissible under state law and only in May and June of the end of the fiscal year.

The first request was for 3% of the town hall salary budget or \$5145.00 to be transferred to the town hall repair and maintenance budget line to cover a shortfall. The vote was moved by Jeff, seconded by Neal and was unanimously approved.

The second request was to transfer \$1200 from the town accountant salary line to the town accountant equipment budget line for the purchase of a replacement desk for the town accountant. The request was moved by Jeff, seconded by Neal and was unanimously approved.

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Next Meeting: The next FinCom meeting will be scheduled towards the end of summer unless there is something urgent that comes up.

Motion to adjourn at 9:00pm – proposed by Jeff, seconded by Neal - approved unanimously

Respectfully submitted,
Dilip Subramanyam on behalf of
John Rosamond, FinCom Secretary
June 23rd 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 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
Public works	04/28/14	\$29,694.79	\$98,147.87	Snow and ice materials and repairs
Insurance proceedings	06/23/14	(15,164.00)	\$113,311.87	Insurance reimbursement for police car
Selectmen consulting	06/23/14	535.00	\$112,776.87	Shortfall due to land division
Selectmen consulting	06/23/14	955.00	\$111,821.87	Shortfall - regionalization
Selectmen repairs & Maint.	06/23/14	7500.00	\$104,321.87	\$4K for maint and \$3500 for supplies – meters for Hager well
Accountant – software maint.	06/23/14	2000.00	\$102,321.87	For new chart of accounts – transition on July 11 for new fiscal year.
Treasurer - salary	06/23/14	8960.00	\$93,361.87	Overlap of positions after retirement of Margaret
Treasurer – tax title	06/23/14	6325.00	\$87,036.87	To allow the treasurer to process 14 parcels for tax liens
Town Hall - Technology	06/23/14	6678.00	80,358.87	Shortfall for deployment of new PC's.

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Police – Building & Grounds Maint. & Repair	06/23/14	5500.00	\$74,858.87	Shortfall due to sewer pump (\$2K), parking lot painting, garage heater unit, exterminator, etc.
Police - OT	06/23/14	\$25,000.00	\$49,858.87	See letter from Chief Ryder, replacement of officer, injured officer, etc.
Dispatch - OT	06/23/14	\$24,500.00	\$25,358.87	Due to maternity leave absences
Environmental services – other expenses	06/23/14	\$389.28	\$24,969.59	Nashoba assessment was changed after the budget was set.
Nursing services - expenses	06/23/14	\$175.12	\$24,794.47	Same as above
Library – repair & maint.	06/23/14	\$8162.00	\$16,632.47	New doors – unbudgeted, boiler ignition switch repair, etc.
Steele Farm - consulting	06/23/14	\$2000.00	\$14,632.47	Partial foundation collapse

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	Board 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

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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
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

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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
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
292	Dog Officer – Total Salaries	\$11,292	3/31/14	Jeff	Neal	5-0