

Town of Boxborough



Finance Committee

FinCom Meeting Minutes for: Monday, September 15th 2014
Venue: Morse-Hilberg Rooms, Town Hall,

Attendees:

FinCom

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

Absent: Eve Li, Jim Ham

Public Attendance: Adam Duchesneau (Town Planner)

The meeting was called to order at 7:05 pm by Dilip.

Town Master Plan Update: Dilip introduced the new Town Planner, Adam Duchesneau, who provided an update on progress and planning for the new Town Master Plan. A finalized contract had been agreed with MAPC for \$75K (as in the Warrant Article for the FY'15 budget) to deliver the Master Plan. Adam also provided an Updated Scope of Services document which contained a summary timeline for the project, with expected completion in October 2015. Adam was expecting to make a presentation to the Board of Selectmen at their next meeting, following which they would be expected to make appointments from various Town Boards and committees to the Master Plan Update Committee (MPUC), whose first meeting would be in October 2014, prior to a first public forum in November. In discussion, it was noted that a FinCom member could not be appointed to MPUC, but it was agreed that there was a need for close coordination and regular communication between MPUC and FinCom, especially in regard to any potential capital expenditure, and several options were discussed to ensure the necessary coordination. Adam also agreed to circulate to FinCom members the current version of the Open Space and Recreation Plan that is nearing completion.

On a separate topic, Adam also provided a brief update on the current status of the proposed 40B development on Hill Road, where due diligence on water quality and quantity is likely to occur soon. FinCom briefly discussed the impact of this on the Master Plan and the CPA if it passes on the November ballot.

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Approval of Meeting Minutes:

Approval of the minutes of the FinCom meeting on September 8th 2014 - moved by Jeff, seconded by Ted – the minutes were approved unanimously.

Capital Plan: Ted reviewed his proposal for a new method to handle and analyze the capital planning document, exemplified by an analysis of planned expenditure for the Town Hall, with several new reporting options. There was discussion about the best way to make the output user friendly in relation to the best way to use the information, and some questions of data entry and ownership. There was general agreement that this was a useful way of looking at the capital plan, and that Ted should develop similar templates for the other major Town departments.

FinCom Liaison list: A revised list of FinCom liaisons to other Boards and committees was agreed and is appended below. Dilip noted that there had been some feedback last year that some department heads were unclear who their liaison was and it was agreed that FinCom members would communicate to department and committee heads to identify themselves as the liaison and to offer themselves as a point of contact for FinCom later in the budget process.

Meeting Scheduling: There was a brief discussion on scheduling future meetings of the committee, during which Dilip noted that he had asked Jeff to prepare a spreadsheet of members future availability to try to ensure meetings were going to be quorate and to avoid some of the issues that were encountered last year.

Next Meeting: The next FinCom meeting will be Monday 15th September 2014 at 7pm in the Town Hall.

Motion to adjourn at 8:40pm – proposed by Jeff, seconded by Steve - approved unanimously

Respectfully submitted,

John Rosamond, FinCom Secretary
September 15th 2014.

Reserve Fund Transfers:

Reserve Fund

Item	Date	Cost	Left in Reserve	Reason
Initial reserve	7/01/13		\$185,000	Initial amount from article 5
MapGeo maintenance	9/8/14	\$1,500	\$183,500	Under-budgeted in FY' 15

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	Snow & Ice	423	Steve/Eve	Ted
	Street Lighting	424	Steve/Eve	Ted
	Hager Well Maintenance	425	Steve/Eve	Ted
	Fuel	429	Steve/Eve	Ted
	Hazardous Waste Coll	431	Steve/Eve	Ted
	Cemetery	491	Steve/Eve	Ted
Health Services	Board of Health	511	Jeff /Steve	Steve
	Environmental Services	519	Jeff /Steve	Steve
	Family Services	521	Jeff /Steve	Steve
	Nursing Services	522	Jeff /Steve	Steve
	Mental Health Services	523	Jeff/Steve	Steve
	Council on Aging	541	Jeff/Steve	Steve
	Veterans	543	Jeff/Steve	Steve
	Inspect of Animals	599	Jeff/Steve	Steve
	Animal Control Officer	600	Jeff/Steve	Steve
	Landfill Monitoring	510	Jeff/Steve	Steve
Culture & Recreation	Library	610	John/Steve	Amy
	Recreation Comm	630	John/Steve	Amy
	Historical Comm	691	John/Steve	Amy
	Public Celebration	692	John/Steve	Amy
	Steele Farm	693	John/Steve	Amy
	A/B Cultural Council	699	Steve	Amy
Town Government	Moderator	114	Dilip	Dilip
	Town Hall	192	Neal/Dilip	Neal
	Town Constable	119	Neal/Dilip	Neal
	Selectman	122	Jim/Eve	Dilip
	Town Administrator	123	Neal/Dilip	Neal/Dilip
	Finance Committee	131	Dilip	Dilip
	Accountant	135	Neal/Dilip	Neal
	Assessor	141	Neal/Dilip	Neal
	Treasurer	145	Neal/Eric	Neal
	Tax Collector	146	Neal/Eric	Neal
	Legal	151	Neal/Eric	Neal
	Personnel Board	152	Neal/Eric	Amy
	Town Clerk	161	Neal/John	Neal
	Elect & Regist	162	Neal/John	Neal
Debt / Insurance	Debt & Interest	710 & 751	Neal/ Steve	Neal
	Insurance	912/915/945	Neal/ Steve	Neal
	Retirement	830	Neal/ Steve	Neal
Land Use Boards	Conservation Comm	171	Eric	John
	Planning Board	175	Eric	John
	Zoning Board	176	Eric	John
	Housing Board	177	Eric	John
	Agricultural Comm	179	Eric	John

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Other	Energy Committee	199	Steve/Jeff	Eve
	Bitcom		Steve/Jeff	Eve
	Reserve Fund	132	Dilip/Jeff	Eve
	Civil Defense		Steve/Jeff	Eve
	Boxborough Leadership Forum		Dilip/Jeff	Dilip
	Capital Plan		Dilip/Jeff	Ted
	Town Report		Dilip/Jeff/John	Dilip/Jeff/John