

Town of Boxborough



Finance Committee

FinCom Meeting Minutes for: Monday, September 22nd 2014
Venue: Hilberg Room, Town Hall,

Attendees:

FinCom

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

Absent: Eve Li, Jim Ham, Jeff Scott

Public Attendance: Warren Ryder (Police Chief) Jennifer Barrett (Town Accountant)

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

Update with Chief Ryder: Warren Ryder provided a brief update on his current thoughts on the Police Department budget for FY'16 and highlighted a number of issues that he considered could impact this or subsequent budgets. The Chief reviewed some of the challenges he currently faced with the staffing model in trying to ensure 2 officers per shift consistently and highlighted the increasing staffing challenge that would result from the changes to the town population with the proposed Cunningham Road development. He also discussed intentions for succession planning that had been identified as a need by the BoS, although this would probably have a relatively small impact on the budget. In addition to the need for an electronic palm/fingerprint scanner (about \$20K), the Chief also discussed the likely need at some point for body-worn cameras for the officers, although a major issue with these would be the associated data storage rather than necessarily the cost of the cameras themselves. He expected capital requirements to be associated largely with building and grounds maintenance, and identified the continuing issue of the lack of a secure area for the evidence room. He noted that the space-needs analysis, approved at the last Town meeting, was proceeding, but there were delays to the project to replace the radio system, and that project would likely take at least another 12 months to be completed.

Approval of Meeting Minutes: Approval of the minutes of the FinCom meeting on September 15th 2014 - moved by Neal, seconded by Ted – the minutes were approved unanimously.

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Town Accountant Update: Jennifer briefly summarized the presentation that was concurrently being made to the BoS by the Town Treasurer to restructure, and simplify, the Towns bank accounts.

Reserve Fund Transfer: The committee considered an RFT for Steele Farm Building and Works for \$2,200 to install an electrical system and basement heaters to prevent further foundation shift that had occurred because of repeated freeze-thawing. Proposed by Neal, seconded by Ted – approved unanimously (5-0). The table at the appended at the end of these minutes has been updated accordingly.

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 member's 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 provisionally on Monday 29th if a quorum is available, otherwise on Monday 6th October 2014 at 7pm in the Town Hall.

Motion to adjourn at 8:00pm – proposed by Ted, seconded by Steve - approved unanimously, to allow FinCom to attend the BoS meeting to discuss timings for the FY'16 budget process.

Respectfully submitted,

John Rosamond, FinCom Secretary
September 23rd 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 (Town Planner)	9/8/14	\$1,500	\$183,500	Under-budgeted in FY' 15 department budget
Town Hall carpeting (TA)	9/8/14	\$1,570	\$181,930	Quote is higher than original estimate in FY' 15 budget
Opticom replacement	9/8/14	\$7,694	\$174,236	Replacement of emergency system

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	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
Other	Energy Committee	199	Steve/Jeff	Eve
	Bitcom		Steve/Jeff	Eve

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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