

**Town of Boxborough**



**Finance Committee**

FinCom Meeting Minutes for: Monday, October 6th 2014  
Venue: Grange Room, Town Hall,

**Attendees:**

**FinCom**

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

**Absent:** Jim Ham,

**Public Attendance:** Randy White (Fire Chief)

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

**Update with Chief White:** Chief White provided an update on FY'15 expenditure and his preliminary thoughts on the FY'16 budget for the Fire Department, highlighting some issues impacting the current and possibly future budgets. Although the Chief indicated that the FY'15 Fire Department budget overall was on track with projections, with expenditure at 23% overall so far this financial year, he had already exceeded the budget for maintenance (\$15K for FY'15) by close to \$5K as a result of repairs needed for both Engines 63 and 64. In addition, routine maintenance costs have increased significantly, which will likely impact future budgets. The Chief noted that the brush truck, for which \$150K was approved at the ATM in May 2014, had been ordered and was expected to be delivered in March on budget. However, we have been unsuccessful in getting a grant for the replacement Air Packs which will now be purchased under the warrant approved at the last ATM, at slightly less than the budgeted cost (\$216K versus \$232K), with delivery due in December. Also, with two new hires having to complete training, there would be increased costs of about \$25K total to backfill their shifts. For FY'16, the Chief reported that at this stage he expected approximately level funding relative to FY'15 with capital costs (excluding the new truck) closer to \$85K rather than the \$120K in the current plan. Dilip asked that Ted be kept informed of any changes to likely capital items.

**Approval of Meeting Minutes:** Approval of the minutes of the FinCom meeting on September 22nd 2014 - moved by Neal, seconded by Dilip – the minutes were approved (5-0-2).

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**BLF Update:** Dilip briefly summarized the discussions at the recent BLF meeting, noting particularly the upward revision to the Free Cash as a result of returns to the Town from the School and Town Departments.

**Capital Plan:** Ted presented a revised analysis of the current Capital Plan, which highlighted key areas for further analysis and discussion. Neal emphasized the need to look at historic data, probably over a 5 year period, and potentially consider actual expenditure versus budget. After discussion, it was agreed that Ted would work with Jennifer to look at actual (historic) expenditure, potentially simplify the categories for reporting, and that after further review, we should present the output to the BoS as well as a start point for discussions with Department heads.

**Meeting Scheduling:** There was a brief discussion on scheduling future meetings of the committee, with the current spreadsheet identifying dates when a quorum was unlikely. Neal noted we should attempt to liaise with the BoS to schedule reviews with Department heads, and John will coordinate this with the Town Administrator.

**Next Meeting:** The next FinCom meeting will be on Monday 27<sup>th</sup> 2014 at 7pm in the Town Hall.

**Motion to adjourn** at 9:25pm – proposed by Neal, seconded by Jeff - approved unanimously

Respectfully submitted,

John Rosamond, FinCom Secretary  
October 7th 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 (DPW)	9/8/14	\$7,694	\$174,236	Replacement of emergency system damaged by lightning



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	Fuel	429	Steve/Eve	<b>Ted</b>
	Hazardous Waste Coll	431	Steve/Eve	<b>Ted</b>
	Cemetery	491	Steve/Eve	<b>Ted</b>
<b>Health Services</b>	Board of Health	511	Jeff /Steve	<b>Steve</b>
	Environmental Services	519	Jeff /Steve	<b>Steve</b>
	Family Services	521	Jeff /Steve	<b>Steve</b>
	Nursing Services	522	Jeff /Steve	<b>Steve</b>
	Mental Health Services	523	Jeff/Steve	<b>Steve</b>
	Council on Aging	541	Jeff/Steve	<b>Steve</b>
	Veterans	543	Jeff/Steve	<b>Steve</b>
	Inspect of Animals	599	Jeff/Steve	<b>Steve</b>
	Animal Control Officer	600	Jeff/Steve	<b>Steve</b>
	Landfill Monitoring	510	Jeff/Steve	<b>Steve</b>
<b>Culture &amp; Recreation</b>	Library	610	John/Steve	<b>Amy</b>
	Recreation Comm	630	John/Steve	<b>Amy</b>
	Historical Comm	691	John/Steve	<b>Amy</b>
	Public Celebration	692	John/Steve	<b>Amy</b>
	Steele Farm	693	John/Steve	<b>Amy</b>
	A/B Cultural Council	699	Steve	<b>Amy</b>
<b>Town Government</b>	Moderator	114	Dilip	<b>Dilip</b>
	Town Hall	192	Neal/Dilip	<b>Neal</b>
	Town Constable	119	Neal/Dilip	<b>Neal</b>
	Selectman	122	Jim/Eve	<b>Dilip</b>
	Town Administrator	123	Neal/Dilip	<b>Neal/Dilip</b>
	Finance Committee	131	Dilip	<b>Dilip</b>
	Accountant	135	Neal/Dilip	<b>Neal</b>
	Assessor	141	Neal/Dilip	<b>Neal</b>
	Treasurer	145	Neal/Eric	<b>Neal</b>
	Tax Collector	146	Neal/Eric	<b>Neal</b>
	Legal	151	Neal/Eric	<b>Neal</b>
	Personnel Board	152	Neal/Eric	<b>Amy</b>
	Town Clerk	161	Neal/John	<b>Neal</b>
	Elect & Regist	162	Neal/John	<b>Neal</b>
<b>Debt / Insurance</b>	Debt & Interest	710 & 751	Neal/ Steve	<b>Neal</b>
	Insurance	912/915/945	Neal/ Steve	<b>Neal</b>
	Retirement	830	Neal/ Steve	<b>Neal</b>
<b>Land Use Boards</b>	Conservation Comm	171	Eric	<b>John</b>
	Planning Board	175	Eric	<b>John</b>
	Zoning Board	176	Eric	<b>John</b>
	Housing Board	177	Eric	<b>John</b>
	Agricultural Comm	179	Eric	<b>John</b>
<b>Other</b>	Energy Committee	199	Steve/Jeff	<b>Eve</b>
	Bitcom		Steve/Jeff	<b>Eve</b>
	Reserve Fund	132	Dilip/Jeff	<b>Eve</b>

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**Finance Committee**

Civil Defense		Steve/Jeff	<b>Eve</b>
Boxborough Leadership Forum		Dilip/Jeff	<b>Dilip</b>
Capital Plan		Dilip/Jeff	<b>Ted</b>
Town Report		Dilip/Jeff/John	<b>Dilip/Jeff/John</b>