

**Town of Boxborough**



**Finance Committee**

FinCom Meeting Minutes for: Monday, November 17th 2014  
Venue: Hilberg Room, Town Hall

**Attendees:**

**FinCom**

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

**Absent:** Jim Ham, Ted Kail

**Public Attendance:** Jennifer Barrett (Town Accountant)

The meeting was called to order by Dilip at 7:07 pm who began by introducing Amy Burke and welcoming her back to FinCom.

**Approval of Meeting Minutes:** Approval of the minutes of the FinCom meeting on November 3rd 2014 - moved by Neal, seconded by Dilip – the minutes were approved 4-0-1.

**Capital Plan Update:** Dilip confirmed that everyone had received the latest version of Ted's analysis of the capital plan. In Ted's absence, it was agreed to hold over detailed discussion of the data until the next meeting.

**Budget and Operational Updates:** Neal reported on a recent meeting of the Affordable Housing Trust at which there had been a variety of views expressed on what should happen with the Stow Road property in light of the imminent development at Beaver Brook. Jennifer noted that she had received some budget submissions already, with the remainder due by December 12<sup>th</sup>, and recommended that liaison meetings should be set up as soon as possible. John will draft a potential schedule and circulate to FinCom for review at the next meeting. Dilip reported on the FinCom input that had been provided to the BoS for a meeting held under Executive Session.

**Reserve Fund Transfer:** FinCom considered a request for an RFT of \$3550 for software that was needed by the Tax Collector in order to implement the collection of CPA funds. There was an extensive discussion around the need for integrated software across the Treasurer, Accountant, Tax collector and probably Assessor; this software does not meet that need, although options are available that would allow better integration in the future. A motion to approve the RFT was moved by Neal, seconded by Jeff and approved 4-3. The details of the RFT are recorded in the Table below.

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**Next Meeting:** The next scheduled FinCom meeting will be on Monday November 24th at 7pm in the Town Hall.

**Motion to adjourn** at 8.15pm – proposed by Jeff, seconded by Dilip - approved unanimously

Respectfully submitted,

John Rosamond, FinCom Secretary  
November 18th 2014.

**Reserve Fund Transfers:**

**Reserve Fund**

<b>Item</b>	<b>Date</b>	<b>Cost</b>	<b>Left in Reserve</b>	<b>Reason</b>
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
Electrical circuit and basement heaters (SF, B&M)	9/22/14	\$2,200	\$172,036	Prevent further foundation shift caused by freeze-thaw cycles.
MMPA seminar registration (Personnel Board, T&C)	10/27/2014	\$60	\$171,976	Registration for a second Board Member at the MMPA seminar on Labor Relations
CPA Software (Tax Collector, Software)	11/17/2014	\$3550	\$168,426	Software for collection of tax following approval of CPA



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	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>
	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>