

Town of Boxborough



Finance Committee

FinCom Meeting Minutes for: Monday, November 24th 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
8. Ted Kail
9. Jim Ham

Public Attendance: Jennifer Barrett (Town Accountant)

The meeting was called to order by Jeff at 7:08pm

Approval of Meeting Minutes: Approval of the minutes of the FinCom meeting on November 17th 2014 - moved by Neal, seconded by John – the minutes were approved 3-0-2.

Capital Plan Update: Ted presented his latest version of the Capital Plan which included some comparative metrics with other adjacent towns to provide a comparative background. It was suggested that Ted should approach Adam Duscheneau to reality check some of the metrics. Ted noted that over half of projected planned capital expenditure was on vehicles, although Jennifer cautioned on the distinction between equipment and vehicles in making any comparisons. In discussing the details of Ted's analysis, and specifically the need for data from more than a single year, Neal noted that there was a data source that would be useful for this and he would provide the link to the appropriate web site. It was agreed to provide further feedback to Ted prior to using the presentation to update the BoS.

Budget and Operational Updates. Dilip reported on the meeting he had attended with the BoS held under Executive Session. Jennifer noted that the budget submissions by Departments and Committees are due by December 12th, and that FinCom liaisons should meet with the various chairs and heads before then to review their operating and capital plans. It was agreed that Dilip would provide back-up for Jim as the liaison with the Police Department. Steve provided feedback on the recent initial public forum for the Master Plan Update.

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Reserve Fund Transfer: FinCom reconsidered the previously approved request for an RFT of \$3550 for software that was needed by the Tax Collector in order to implement the collection of CPA funds (Meeting Minutes 11/17/2014). Following further negotiation, the annual service fee had been reduced to \$600, necessitating an RFT of only \$2950 rather than the previously agreed amount. A motion to approve the RFT for \$2950 – moved by Amy, seconded by Jim – was approved unanimously and is recorded in the table below.

In further discussion, Dilip and Jennifer raised the question of whether there was a need to revise the amount of the Reserve Fund at the start of the financial year from its current \$185,000. It was agreed that Jennifer would provide historical data on the use of RFTs prior to further discussion.

Next Meeting: The next scheduled FinCom meeting will be on Monday December 8th at 7pm in the Town Hall.

Motion to adjourn at 8.35pm – proposed by Jeff, seconded by Amy - approved unanimously

Respectfully submitted,

John Rosamond, FinCom Secretary
December 3rd 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
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	10/27/2014	\$60	\$171,976	Registration for a second Board

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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