

Town of Boxborough



Finance Committee

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

Attendees:

FinCom

1. Dilip Subramanyam
2. Jeff Scott
3. Eve Li
4. Steve Ballard
5. Jim Ham
6. Neal Hesler

Absent: Ted Kail, Amy Burke, John Rosamond

The meeting was called to order by Dilip at 7:15 pm.

Approval of Meeting Minutes: Moved by Neal, seconded by Eve, minutes for the meeting on December 8th 2014 were approved unanimously.

Liaison budget updates: Eve discussed information technology items in the Technology budget, expressing concern about the level of spending for device support (roughly \$7,000 per month for 66 devices). Dilip and Jim led discussion of Police and Dispatch budget preparations. The group questioned the Police request for a new car, in light of last year's purchase of 3 new cars (including replacements for 2 damaged vehicles). Also discussed was the proposed creation of a Lieutenant position and whether this would achieve economies by reducing open shifts. Further explanation will be requested from the Chief during the upcoming budget review. Dispatch is proposing the addition of one full-time person, the cost for which would be largely offset by reductions in part-time and overtime staffing. Following this discussion, Dilip agreed to (1) invite Selena to FinCom to discuss the Technology budget, (2) obtain and circulate Police fleet information and maintenance records, and (3) schedule review of the Police salary model and discussion of the Lieutenant proposal impact on staffing.

Reserve Fund Transfer: A request was presented for approval, to fund the acquisition and installation of a gas-fired furnace to heat the basement of the Town Museum. The current system has been inoperable for years, but effective heating is now required to enable the use of this space for document storage, along with Police radio equipment and material that will be transferred from locations in Town Hall and the Police station. The request for \$4,900 was moved by Jim, seconded by Eve, and approved unanimously.

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Next Meeting: The next scheduled FinCom meeting will be on Monday January 5th 2015 at 7.30pm in the Town Hall.

Motion to adjourn at 8:45pm – proposed by Neal, seconded by Jim and approved unanimously.

Respectfully submitted,
 Jeff Scott acting on behalf of
 John Rosamond, FinCom Secretary
 January 6th 2015.

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 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: Rescinded 11/24/14
CPA Software (Tax Collector, Software)	11/24/14	\$2950	\$169,026	Software for collection of tax following approval of CPA
Historical Commission building & grounds maintenance.	12/15/14	\$4900	\$164,126	Gas-fired furnace purchase & installation for Museum basement.

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	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
	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