

Town of Boxborough



Finance Committee

FinCom Meeting Minutes for: Monday, January 5th 2015
Venue: Morse-Hilberg Rooms, Town Hall

Attendees:

FinCom

1. Dilip Subramanyam
2. John Rosamond
3. Ted Kail
4. Steve Ballard,
5. Jim Ham,
6. Amy Burke
7. Neal Hesler

Absent: Jeff Scott, Eve Li,

Public Attendance: Jennifer Barrett (Town Accountant)

The meeting was called to order by Dilip at 7:36pm

Approval of Meeting Minutes: Review and approval of the minutes of the FinCom meeting on December 15th 2014 was held over to the next meeting.

Capital Plan Update: Ted and Dilip updated the committee on a meeting they had with David Lindberg (Building Inspector), Jim Gorman (Selectman) and Selina Shaw (Town Administrator) to go through the capital plan that Ted has developed. There was significant interest in the current version of the plan, especially infrastructure and paving costs. It was agreed that Dave will coordinate with Ted on the work that he has done with the aim of having a final plan by February. Dilip asked that he be kept informed as this develops.

Budget and Operational Updates. Jennifer provided the first version of the FY16 budget and explained some of the presentational changes this year relative to last year, in an effort to streamline and simplify the budget review process. As usual, some numbers are not yet available and the version assumes a flatline budget for some items. There was some concern expressed at the number of new positions that were being requested across several departments, as well as the initial view of the tax rate for FY16, although it was recognized that the model did not yet include several income components that won't be known until February. Jim raised a concern about the use of Chapter 90 funds that were provided for road paving, and it was agreed to seek clarification with the DPW Director when he meets with FinCom later this month.

Town of Boxborough



Finance Committee

Library: Amy updated on the discussions to increase the hours for current library staff for which it had been agreed that a Warrant article would not be required.

Other Business: Dilip reported on a Public Safety Study meeting that he had attended in place of Jeff, at which the consultants had provided initial feedback about their assessment of current facilities. It was expected that after some further work, there will be a presentation to the Selectmen next month.

Dilip also reported on a meeting of the Board of Selectmen that he had attended that had been held in Executive Session.

Next Meeting: The next scheduled FinCom meeting will be on Monday January 12th 2015 at 7.30pm in the Town Hall.

Motion to adjourn at 9.05pm – proposed by Jim, seconded by Neal - approved unanimously

Respectfully submitted,

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

Town of Boxborough



Finance Committee

	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
	Reserve Fund	132	Dilip/Jeff	Eve
	Civil Defense		Steve/Jeff	Eve

Town of Boxborough



Finance Committee

	Boxborough Leadership Forum		Dilip/Jeff	Dilip
	Capital Plan		Dilip/Jeff	Ted
	Town Report		Dilip/Jeff/John	Dilip/Jeff/John