

Town of Boxborough



Finance Committee

FinCom Meeting Minutes for: Monday, January 12th 2015
Venue: Morse-Hilberg Rooms, Town Hall

Attendees:

FinCom

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

Absent: Ted Kail, John Rosamond, Steve Ballard

Public Attendance: Jennifer Barrett (Town Accountant)

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

Approval of Meeting Minutes: Minutes for two meetings were considered. Motion to approve minutes for December 15 was moved by Neal, seconded by Eve, and approved unanimously. Motion to approve minutes for January 5 were moved by Neal, seconded by Eve, and also approved unanimously.

Fire Department Budget Review: Chief White reviewed the proposed staffing structure and budget for 2016. Major changes include the proposed the creation of a new captain position, which would serve as second in command, addition of one full-time Fire Fighter, and the corresponding elimination of some part-time shifts and change to 24-hour fire fighter shifts, a common practice in neighboring towns. Currently the Department relies on part-time staff for night coverage; the new plan will enable the town to have one full-time staff member on duty at all times.

Police and Dispatch Department Budgets Review: Chief Ryder reviewed the proposed budget, deferring discussion of a proposal to add a lieutenant position pending further discussion with Selectmen. The Chief conveyed concern for a perceived increase in officer safety resulting from the recent events in Ferguson MO and New York City and has directed that shifts be staffed by a minimum of two officers to ensure appropriate backup. There was discussion of the practice of replacing one vehicle per year, and the necessity of this given that three new vehicles (two due to collision damage) were added in the past year. The Chief then reviewed the Dispatch budget, containing one significant addition to support new dispatch software. A future version of the budget will propose one additional full-time dispatcher; discussion of this was deferred to a future meeting.

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Next Meeting: The next scheduled FinCom meeting will be on Monday January 26th 2015 at 7.30pm in the Town Hall.

Motion to adjourn at 9:40 pm – proposed by Jeff, seconded by Amy and approved unanimously.

Respectfully submitted,
 Jeff Scott acting on behalf of
 John Rosamond, FinCom Secretary
 January 12th 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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	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