

Town of Boxborough



Finance Committee

FinCom Meeting Minutes for: Wednesday, February 18th 2015
Venue: Hilberg Room, Town Hall

Attendees:

FinCom

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

Absent: Eve Li, Neal Hesler

Public Attendance: Jennifer Barrett (Town Accountant)

The meeting was called to order by Dilip at 7:35 pm.

Approval of Meeting Minutes: Approval of the minutes for the meeting of February 5th was moved by Amy, seconded by Jeff, and approved (6-0-1) with Steve abstaining.

Capital Plan Update: Ted provided an update following a meeting that he and Dilip attended with Dave Lindberg (Building Inspector), Selina Shaw (TA) and Jim Gorman (Selectman), at which the capital plan spreadsheet was reviewed alongside the Building Inspectors asset inventory. This had identified a number of factors to refine, notably the inclusion of the purchase of a police cruiser in the operational budget rather than capital, and the elimination of Blanchard expenditure following regionalization. Ted also noted that the two approaches seemed to have generated different narratives from Department heads that needed to be resolved. Dave will review the spreadsheet and incorporate changes before Ted presents the capital plan at a joint meeting of FinCom with the Board of Selectmen, provisionally scheduled for 3/3/15.

Budget: The committee reviewed the proposed FY16 budget (V2) and voted on several of the line items as recorded in the Table below. It was agreed that for line items that were modified by FinCom, the liaison would communicate the change to the appropriate committee chair of department head, and request further information if it was felt that FinCom's amendment was inappropriate. While discussing the line items, it was noted that FY16 would be the final year of the 3-year contract with the Town Administrator and it was agreed that Dilip would contact Vince Amoroso with regard to the timing and expectations for the next contract negotiations.

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Meeting Scheduling: It was noted that Selina Shaw would be attending the meeting scheduled for 2/23 to discuss the Town budget. Amy noted that she had discussed the library budget with some of the Trustees and they would be attending the meeting on 2/3 to discuss that budget. In order to progress the budget and warrant article discussions in a timely manner, it was agreed that prior to the next meeting, John would draft a schedule for voting on the remaining budget items over the next 3-4 weeks, focusing on one major department at each meeting.

Next Meeting: The next scheduled FinCom meeting will be on Monday February 23rd 2015 at 7.30pm in the Town Hall.

Motion to adjourn at 9:35 pm – proposed by Amy, seconded by Jeff and approved unanimously.

Respectfully submitted,
John Rosamond, FinCom Secretary
February 20th 2015.

Budget

Dept No.	Dept. & Description	Amount	Date	Moved	Seconded	Vote
100	Central Govt. - Total other	\$11,700	2-18-15	Steve	Jeff	7-0
114	Moderator – Total other	\$50	2-18-15	Steve	Jeff	7-0
119	Town Constable – Total other	\$175	2-18-15	Steve	Jeff	7-0
122	Selectmen – Total Salary	\$2,000	2-18-15	Steve	Jeff	7-0
122	Selectmen – Total other	\$2,119	2-18-15	Steve	Jeff	7-0
123	Town Administrator – Total Salary	\$108,750	2-18-15	Steve	Jeff	7-0
123	Town Administrator – Total other	\$2,875	2-18-15	Steve	Jeff	7-0
131	Finance Committee – Total other	\$480	2-18-15	Steve	Jeff	7-0
132	Reserve Fund – Total other	\$185,000	2-18-15	Steve	Jeff	7-0
135	Town Accountant – Total Salary	\$66,908	2-18-15	Steve	Jeff	7-0
151	Legal – Total other	\$53,500	2-18-15	Steve	Jeff	7-0
152	Personnel Board – Total other	\$320	2-18-15	Steve	Jeff	7-0
162	Elect. & Registr. – Total Salary	\$4,028	2-18-15	Steve	Jeff	7-0
162	Elect. & Registr. – Total other	\$5,632	2-18-15	Steve	Jeff	7-0
171	Conservation Commission – Total other	\$2,150	2-18-15	Steve	Jeff	7-0
176	ZBA – Total other	\$200	2-18-15	Steve	Jeff	7-0
179	Ag. Comm. – Total other	\$100	2-18-15	Steve	Jeff	7-0
199	Energy Commission – Total other	\$150	2-18-15	Steve	Jeff	7-0

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Department Liaisons:

Department		Account	<u>2014 Liaison</u>	<u>2015 Liaison</u>
Protection	Police	210	Jim//Jeff	Jim
	Fire	220	Dilip/Eric	Jeff
	Dispatch	221	Jim/Jeff	Jim
	Inspectors	241	Neal / Dilip	Neal
	Emergency Mgt	291	Jim/Jeff	Jeff
	Dog Officer	292	Jim/John	Jeff
	Field Driver	299	Jim/John	Jeff
	Blanchard School	300	Jim/ Eve	
	Education	Minuteman Vocational HS	310	Neal/Eve?
	ABRS Assessment	320	Jim/Eve?	Jim
Dept. Public Works	Public Works	422	Steve/Eve	Ted
	Snow & Ice	423	Steve/Eve	Ted
	Street Lighting	424	Steve/Eve	Ted
	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

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	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