

## Town of Boxborough



### Finance Committee

FinCom Meeting Minutes for: Thursday, February 5<sup>th</sup> 2015  
Venue: Morse-Hilberg Rooms, Town Hall

#### **Attendees:**

#### **FinCom**

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

**Absent:** Steve Ballard, Eve Li, Neal Hesler

**Public Attendance:** Jennifer Barrett (Town Accountant)

The meeting was called to order by Dilip at 7:45 pm.

**DPW Budget Review:** The DPW Director, Tom Garmon, reviewed the proposed staffing structure and budget for Public Works for 2016. A significant change for FY'16 is the replacement of one of the Part-time positions with a Full-time worker, for which there will be a Warrant article for ATM. It was noted in discussion that the Snow and Ice budget (#423) included provision for replacement of a snow plow. There was some concern that this should be a capital item rather than a component of the operational budget, and after extensive discussion, during which it was noted that there was an immediate need for a new plow, it was agreed to remove this from the operational budget and fund the purchase of a replacement through an RFT. In reviewing the Fuel budget (#429), Tom noted that at an earlier meeting with the Selectmen, they had asked for the budgeted cost of unleaded and diesel fuel to be reduced by \$1 per gallon. Although it was recognized that the fuel costs could increase from their current value, FinCom agreed with this change, which should reduce the overall budget for this account by \$24.5K; it was also agreed that Dilip would get the actual fuel usage data from Vicki.

With the recent changes to the Transfer station, it was anticipated that the cost of trucking and tipping would be reduced, and Tom expected to be able to reduce these budgets in due course. It was also noted that the Cemetery budget (#491), although small, had increased significantly, and it was agreed that the FinCom liaison (Ted) would inform the Cemetery Commission that #491-Other would be reduced to \$1000 in the absence of justification for the increase.

## Town of Boxborough



### Finance Committee

In further discussion, Jeff raised the issue of DPW facilities in light of other current space planning initiatives, and it was agreed that Ted would work with Tom to brainstorm possibilities for DPW space. Jim asked about Chapter 90 funds and paving requirements for the Town, and Tom indicated that there is currently \$921,227 available Chapter 90 money; that we get about \$216K per year, and there are plans in place to use about \$537K as soon as possible for the 3 priority projects, with a further 4 projects to follow at a later date. After an extended discussion, there was general agreement among FinCom that we would like to increase the scale of immediate paving projects to try to obtain a "volume" discount; to use all Chapter 90 funds and to supplement with Town money (if feasible), although FinCom recognized that Tom preferred a project-by-project approach, in part because of the volume of paperwork associated with Chapter 90 funding. Several actions were agreed:

Ascertain if other towns get a lower rate per unit distance for larger paving projects (Tom)

Clarify the bidding process for paving projects to determine the feasibility of using town and state moneys (Jennifer)

Communicate the general view of FinCom to the Selectmen about the desirability of doing larger paving projects if there is scope for a "volume" discount (Dilip)

**Approval of Meeting Minutes:** Approval of the amended minutes for the meeting of January 12th was moved by Jeff, seconded by Jim, and approved (4-0-2) with Ted and John abstaining.

**Other Business:** Dilip provided feedback from the Police Chief's presentation to the Board of Selectmen at which the Chief made the case for having no open shifts next year (only one officer on duty). In implementing this in the current financial year, the cost through June 30<sup>th</sup> would be about \$12K. It was noted in discussion that Boxborough had a "strong Chief", and since the consequences of that were unclear, it was agreed that Dilip would ask Selina for the authorities conferred on a strong Chief, as well as when and how these were approved. Jim also noted that FinCom retained the option to approve a salary budget for FY16 that retained some single-officer shifts, and allow the Town to make a decision at the ATM.

Amy reported back on the ABRS budget meeting, and raised the question of the role of the Boxborough FinCom following the K-12 regionalization. It was agreed that she would circulate the slide presentation from the budget meeting and if necessary after that, FinCom would invite Bridget and Maria to a future meeting

John summarized the recent, first meeting of the Community Preservation Committee (CPC) that had been set up following the Town's adoption of the Community Preservation Act. Although the recent tax bills included the CPA surcharge, that money would only become available after it had been certified by the state after the end of FY15. Although the CPC was aware of the articles that had been passed over at least years ATM and the potential articles in preparation for the ATM in May this year, which might be suitable for CPA funding, it seemed likely that the CPC would opt to allocate the required tranches to the three general activities at the ATM, rather than recommend appropriating for

Town of Boxborough



Finance Committee

specific projects, in part because of the requirements to make an annual assessment of needs and to hold public hearings.

**Next Meeting:** The next scheduled FinCom meeting will be on Monday February 9<sup>th</sup> 2015 at 7.30pm in the Town Hall, with a snow date if necessary of Wednesday February 11th at 7.30pm

**Motion to adjourn** at 9:45 pm – proposed by Jim, seconded by Amy and approved unanimously.

Respectfully submitted,  
John Rosamond, FinCom Secretary  
February 9<sup>th</sup> 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: <b>Rescinded 11/24/14</b>
CPA Software (Tax Collector, Software)	11/24/14	\$2950	\$169,026	Software for collection of tax following approval of CPA
Historical Commission building & grounds	12/15/14	\$4900	\$164,126	Gas-fired furnace purchase & installation for Museum



**Town of Boxborough**



**Finance Committee**

	Mental Health Services	523	Jeff/Steve	<b>Steve</b>
	Council on Aging	541	Jeff/Steve	<b>Steve</b>
	Veterans	543	Jeff/Steve	<b>Steve</b>
	Inspect of Animals	599	Jeff/Steve	<b>Steve</b>
	Animal Control Officer	600	Jeff/Steve	<b>Steve</b>
	Landfill Monitoring	510	Jeff/Steve	<b>Steve</b>
<b>Culture &amp; Recreation</b>	Library	610	John/Steve	<b>Amy</b>
	Recreation Comm	630	John/Steve	<b>Amy</b>
	Historical Comm	691	John/Steve	<b>Amy</b>
	Public Celebration	692	John/Steve	<b>Amy</b>
	Steele Farm	693	John/Steve	<b>Amy</b>
	A/B Cultural Council	699	Steve	<b>Amy</b>
<b>Town Government</b>	Moderator	114	Dilip	<b>Dilip</b>
	Town Hall	192	Neal/Dilip	<b>Neal</b>
	Town Constable	119	Neal/Dilip	<b>Neal</b>
	Selectman	122	Jim/Eve	<b>Dilip</b>
	Town Administrator	123	Neal/Dilip	<b>Neal/Dilip</b>
	Finance Committee	131	Dilip	<b>Dilip</b>
	Accountant	135	Neal/Dilip	<b>Neal</b>
	Assessor	141	Neal/Dilip	<b>Neal</b>
	Treasurer	145	Neal/Eric	<b>Neal</b>
	Tax Collector	146	Neal/Eric	<b>Neal</b>
	Legal	151	Neal/Eric	<b>Neal</b>
	Personnel Board	152	Neal/Eric	<b>Amy</b>
	Town Clerk	161	Neal/John	<b>Neal</b>
	Elect & Regist	162	Neal/John	<b>Neal</b>
<b>Debt / Insurance</b>	Debt & Interest	710 & 751	Neal/ Steve	<b>Neal</b>
	Insurance	912/915/945	Neal/ Steve	<b>Neal</b>
	Retirement	830	Neal/ Steve	<b>Neal</b>
<b>Land Use Boards</b>	Conservation Comm	171	Eric	<b>John</b>
	Planning Board	175	Eric	<b>John</b>
	Zoning Board	176	Eric	<b>John</b>
	Housing Board	177	Eric	<b>John</b>
	Agricultural Comm	179	Eric	<b>John</b>
<b>Other</b>	Energy Committee	199	Steve/Jeff	<b>Eve</b>
	Bitcom		Steve/Jeff	<b>Eve</b>
	Reserve Fund	132	Dilip/Jeff	<b>Eve</b>
	Civil Defense		Steve/Jeff	<b>Eve</b>
	Boxborough Leadership Forum		Dilip/Jeff	<b>Dilip</b>
	Capital Plan		Dilip/Jeff	<b>Ted</b>
	Town Report		Dilip/Jeff/John	<b>Dilip/Jeff/John</b>

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