

Town of Boxborough



Finance Committee

FinCom Meeting Minutes for: Monday March 9th 2015
Venue: Morse-Hilberg Room, Town Hall

Attendees:

FinCom

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

Absent: Eve Li, John Rosamond

Public Attendance: Jennifer Barrett (Town Accountant)

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

Budget Discussion: There was some additional discussion of the library budget to ensure that the entire committee was on the same page with respect to how this would be handled preferably. An informal straw poll showed that the FinCom was still in support of the added hours but that in light of the significant budget increases across the entire budget, that it was prudent to bring this to a town-wide vote. Amy to communicate this to the Library BoT. The town accountant was asked to provide the pertinent figures for a budget vote perhaps next week without the additional hours.

Amy informed the FinCom that Mitzi would not be meeting with the FinCom because the recreation committee (in consultation with Acton) had decided not to pursue the article requesting additional funds for the skate park this year. This might be something for next year when CPC funds might be available.

In addition, the town accountant indicated that the following articles were being pulled off the warrant for a possible special town meeting in the fall – Grange repair, town records preservation and Liberty fields. Funding source would also be the CPA account. The only item that was more urgent and might be included for the May TM was repairs to Steele farm. Quotes are being solicited and the request has been increased to \$90K.

There was some additional discussion about the technology budget. Neal will be finalizing the figures for a vote next week potentially. The approach will mirror that of the library budget. The FinCom was more inclined to let the town vote on the outsourcing contract cost which was the point of contention.

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There was a discussion on the police budget. The chief is on vacation so the accountant will get revised figures (without 100% 2-person shifts and a cruiser) next Friday so the FinCom can consider voting.

Finally, Dilip to request a more detailed explanation for the additional software being requested in the Dispatch budget.

A few more budget line items were voted – see table below.

Approval of Previous Meeting Minutes: Approval of the minutes for the meeting of March 2nd were moved by Jeff, seconded by Ted, and approved unanimously.

Next Meeting: The next scheduled FinCom meeting will be on Monday March 16th 2015 at 7.30pm in the Town Hall.

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

Respectfully submitted,

D. Subramanyam on behalf of John Rosamond, FinCom Secretary
March 9th 2015.

Budget

Dept No.	Dept. & Description	Amount	Date	Moved	Seconded	Vote/Comments
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
135	Accountant – Total other	\$36,708	2-23-15	Neal	Ted	7-0
145	Treasurer – Total Salary	\$67,908	2-23-15	Neal	Ted	7-0

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145	Treasurer – Total other	\$8,350	2-23-15	Neal	Ted	7-0
146	Tax collector – Total salary	\$67,676	2-23-15	Neal	Ted	7-1
146	Tax collector – Total other	\$11,381	2-23-15	Neal	Ted	8-0
141	Assessor – Total salary	\$66,908	2-23-15	Neal	Ted	8-0
141	Assessor – Total other	\$11,564	2-23-15	Neal	Ted	8-0
192	Town Hall – Total salary	\$172,420	2-23-15	Neal	Ted	7-0
192	Town Hall – Total other	\$43,723	2-23-15	Neal	Ted	7-0
161	Town Clerk – Total Salary	\$46,006	2-23-15	Neal	Ted	7-0
161	Town Clerk - Total other	\$2,120	2-23-15	Neal	Ted	7-0
175	Planning Board – Total Salary	\$67,453	2-23-15	Neal	Ted	7-0
175	Planning Board – Total other	\$7,330	2-23-15	Neal	Ted	7-0
505	Salary	\$988	3-9-15	Jeff	Neal	7-0
505	Other	\$98	3-9-15	Jeff	Neal	7-0
511	Salary	\$500	3-9-15	Jeff	Neal	7-0
511	Other	\$39,290	3-9-15	Jeff	Neal	7-0
529	Salary	\$24,320	3-9-15	Jeff	Neal	7-0
529	Other	\$680	3-9-15	Jeff	Neal	7-0
541	Salary	\$47,908	3-9-15	Jeff	Neal	7-0
541	Other	\$5,100	3-9-15	Jeff	Neal	7-0. If no gift, will do RFT.
543	Salary	\$4,008	3-9-15	Jeff	Neal	7-0
543	Other	\$355	3-9-15	Jeff	Neal	7-0
630	Salary	\$26,722	3-9-15	Jeff	Neal	6-1
630	Other	\$9,800	3-9-15	Jeff	Neal	7-0

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	10/27/2014	\$60	\$171,976	Registration for a second Board

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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
	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

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	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