

Town of Boxborough



Finance Committee

FinCom Meeting Minutes for: Monday March 16th 2015
Venue: Hilberg Room, Town Hall

Attendees:

FinCom

1. Dilip Subramanyam
2. Jeff Scott
3. Steve Ballard
4. Amy Burke
5. Neal Hesler
6. John Rosamond

Absent: Eve Li, Ted Kail, Jim Ham,

Public Attendance: Brigid Bieber, Mary Brolin, Maria Neyland (all Regional School Committee)

The meeting was called to order by Dilip at 7:40 pm.

Regional School Budget Discussion: Amy and Brigid led a discussion of the Regional School budget and provided a set of slides that detailed the both the changes in the FY16 budget relative to FY15, as well as the factors driving those changes. Brigid noted that funding sources are declining while the total costs are increasing 4.3%, with salaries and combined OPEB, Middlesex retirement and health insurance being responsible for most of that increase. Neal raised a question about the Middlesex retirement payment for the ABRSD and Town, the latter increasing significantly without obvious explanation. It was also noted that Acton hold its budget discussion and Town meeting earlier than Boxborough, which lead to a discussion of how FinCom can ensure engagement through the budgeting process.

During discussion, Dilip referred back to two issues that were considered at the time that regionalization was being discussed. One was the cost per pupil for Boxborough students, which was expected to drop, and Mary confirmed that this had happened; Brigid agreed to provide recent numbers. In addition, despite the increase in the FY16 budget, it was still the case that the Boxborough component of the ABRSD budget remains below the projected budget that was modelled for FY16 at the time of regionalization. Dilip agreed to contact the Town Accountant for an analysis of the different options with regard to regionalization for FY15-FY20.

Approval of Previous Meeting Minutes: Approval of the minutes for the meeting of March 9th was moved by Jeff, seconded by Amy, and approved (5-0-1) with John abstaining.

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Budget Discussion: Amy followed up on discussions at the previous two FinCom meetings by raising concerns about the process by which any changes to the budget could be amended on the floor at Town Meeting with specific reference to the Library budget (account 610). After extensive discussion of both the process and the budget itself, it was agreed to vote on the proposed Sargent Memorial Library budget (v3), the outcome of which is recorded in the table below. Following this vote, it was agreed that Amy would notify Mary Brolin (chair of the Library Board of Trustees) and that Dilip would ask the Town Accountant to revise the budget for account 610 to exclude the extra hours requested as well as the contingent costs.

There was a brief review of the Technology budget (account 156), reviewing data provided by Neal to look at historic expenditure on Technology from FY12 to the planned FY16 budget. There were several questions arising from Neal's analysis and he was awaiting clarification on these from the Town Administrator. FinCom agreed to defer further discussion until the extra information was available.

Dilip provided an update on meetings held by the Board of Selectmen in executive session.

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

Motion to adjourn at 9:55 pm – proposed by Amy, seconded by Steve and approved unanimously.

Respectfully submitted,
John Rosamond, FinCom Secretary
March 16th 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 |

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|-----|---------------------------------------|-----------|---------|-------|------|-------------------------------|
| 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 |
| 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 |
| 610 | Library - Salary | \$234,065 | 3-16-15 | Jeff | Amy | 2-4 |
| 610 | Library - Other | \$129,329 | 3-16-15 | Jeff | Amy | 2-4 |
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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 |

Town of Boxborough



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|---------------------------------|-------------------------|-------------|-------------|-------------------|
| Education | Dog Officer | 292 | Jim/John | Jeff |
| | Field Driver | 299 | Jim/John | Jeff |
| | Blanchard School | 300 | Jim/ Eve | |
| | Minuteman Vocational HS | 310 | Neal/Eve? | Neal |
| | 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 |
| | 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 |

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|------------------------|-----------------------------|-----|-----------------|------------------------|
| | 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 |