

Town of Boxborough



Finance Committee

FinCom Meeting Minutes for: Monday March 23rd 2015
Venue: Hilberg Room, Town Hall

Attendees:

FinCom

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

Absent: Eve Li, Amy Burke, John Rosamond

Public Attendance: Jennifer Barrett

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

Vadar RFT: This was a request for \$9,100 (Dept. 135) to allow Selina to go ahead and place an order for the software included in the 2016 budget. The reason for this request was that a vote at town meeting would be too late to get the first set of property tax bills out in August. Despite the anticipated low balance in the reserve fund due to snow and ice, the preference was to use the fund for this expense if possible since the town is facing a difficult year ahead. A motion was made by Jeff and seconded by Neal and passed unanimously.

Budget Discussion: There was further discussion on the technology budget and a vote was deferred until further information was available. The town accountant reviewed the changes in version 4 of the budget.

Warrant Articles: The funding source recommended by the BoS for warrant articles was reviewed. While a formal vote was not taken, the department liaisons will be responsible for writing the recommendations once we vote.

STM – Snow & Ice – Free cash, RFT if funds are available.

Town operating budget – Rev 4 shows free cash of \$474K to offset the tax rate. Now estimated at just over \$17 per thousand.

Transfer to Stabilization Fund - \$100K – from free cash (in line with previous years practice). Neal to write recommendation.

Transfer to Conservation Trust Fund - \$5K – from free cash. John to write recommendation.

Transfer to OPEB Trust Fund - \$100K from free cash. Neal to write recommendation.

Town of Boxborough



Finance Committee

Assessor Certification spend - \$1K from free cash – it was agreed that this should not have been a warrant article and could have been handled by a RFT. Neal to write recommendation.

Promote 1 Sgt to Lt. - \$21,125 from free cash. Dilip to write recommendation.

Additional dispatcher – pulled by BoS.

Additional Firefighter - \$41,197 – from free cash. Jeff to write recommendation.

Additional DPW worker – replaced with an article to hire a full time worker to offset 2 P/T workers - \$31,662 from free cash. Ted to write recommendation.

Grange Meeting Room Stage/Lobby project - \$35K from free cash – Neal to write recommendation. It is not clear if this article will meet the criteria for CPA.

Police Dept. Accreditation – will help with future grants - \$14K from free cash. Dilip to write recommendation.

Palm Scanner – pulled by BoS.

Public Safety Building – next steps - \$69,500 from free cash. Jeff to write recommendation.

Fire Pumper Truck - \$650K from borrowing. Jeff to write recommendation.

Fire – PPE - \$140K from borrowing. Jeff to write recommendation.

DPW – ¾ Ton pickup truck - \$40K (replacement), Road paving (\$300K to supplement Chapter 90 funds), vibratory asphalt roller (\$40K) and New Chipper (\$60K). Source of funding was not clear. Ted to write recommendation for all these items.

Historical commission – Museum basement painting project - \$5K from free cash. Amy to write recommendation.

CPA articles – Funding TBD. John to write recommendations.

Next Meeting: The next scheduled FinCom meeting will be on Monday March 30th 2015 at 7.30pm in the Town Hall.

Motion to adjourn at 10:15 pm – proposed by Neal, seconded by Jim and approved unanimously.

Respectfully submitted,
 Dilip Subramanyam on behalf of
 John Rosamond, FinCom Secretary
 March 25th 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

Town of Boxborough



Finance Committee

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
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

Reserve Fund Transfers:

Reserve Fund

Item	Date	Cost	Left in Reserve	Reason
Initial reserve	7/01/13		\$185,000	Initial amount from article 5

Town of Boxborough



Finance Committee

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
Education	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

Town of Boxborough



Finance Committee

	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