

## Town of Boxborough



### Finance Committee

FinCom Meeting Minutes for: Monday March 30<sup>th</sup> 2015  
Venue: Hilberg Room, Town Hall

#### **Attendees:**

#### **FinCom**

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

**Absent:** Eve Li, Neal Hesler, John Rosamond

**Public Attendance:** Jennifer Barrett, Chief White, Les Fox, R. Stemple (BoS)

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

**Fire Warrant Articles:** Chief White presented the details of the pumper truck he was requesting the town to purchase. The current model that is being replaced was purchased in 1994 and is used as the reserve unit as it is not very reliable. The town has conservatively spent over \$80K in repairs since its purchase at \$115K. The new model will be identical to those previously purchased in 1999 and 2009 with a 20 year life. The last purchase cost the town \$465K. The rate of inflation on fire trucks is around 3% which brings the current model pricing to about \$572K. Current quote estimates are coming in between \$575K and \$594K. The chief is requesting an additional \$48.5K in ancillary equipment to go with the truck including an infra-red camera, radio and miscellaneous emergency equipment. This brings the total purchase price to \$650K. The chief indicated that better warranties are now available which might save the town some money in maintenance. Since the town is potentially looking at another such vehicle in 2019, it was suggested that the chief consider a strategy of slightly lengthening the service life of the current models. This item has been in the capital plan for a few years.

**Technology Budget:** Les Fox clarified the details of the town IT infrastructure with a handout. The basic point of contention in this budget has been the \$87K increase requested this year. In previous years, some of this cost has been covered by money from the cable fund account. There was a lively discussion about why this could not continue. The budget includes a charge of \$50/device/month for 65 devices for a total of \$39K for monitoring (this has been termed Guardian Lite which is a less expensive version of the original contract). In addition, the town administrator is estimating a need for 28 hours per month of Guardian's time at \$135/hour for a total of \$49K. It is possible that all of this money may not be spent. In the end, the FinCom was uncomfortable with voting the whole budget

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increase without the reassurance that the town would continue to use some of the cable funds to offset the increase.

The FinCom then voted a number of budget line items as detailed in the table below.

**Next Meeting:** The next scheduled FinCom meeting will be on Monday, April 6<sup>th</sup> 2015 at 7.30pm in the Town Hall. This is a crucial meeting since all budgets have to be voted by this date as the warrant is going to print.

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

Respectfully submitted,  
 Dilip Subramanyam on behalf of  
 John Rosamond, FinCom Secretary  
 March 31<sup>st</sup> 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
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

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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
610	Library - Salary	\$222,677	3-30-15	Amy	Steve	6-0
610	Library – Total Other	\$126,555	3-30-15	Amy	Steve	6-0
156	Technology – Total Other	\$75,319	3-30-15	Jim	Jeff	6-0
710	Long Term Debt – Total Other	\$985,000	3-30-15	Jim	Jeff	6-0
751	Debt Interest – Total Other	\$188,438	3-30-15	Jim	Jeff	6-0
830	County Retirement Assessment – Total Other	\$629,903	3-30-15	Jim	Jeff	6-0
912	Insurance – Total Other	\$62,600	3-30-15	Jim	Jeff	6-0
915	Employee Benefits – Total Other	\$617,180	3-30-15	Jim	Jeff	6-0
945	Liability Insurance – Total Other	\$81,391	3-30-15	Jim	Jeff	6-0
670	Steele Farm – Total Other	\$1,500	3-30-15	Jim	Jeff	6-0
691	Historical Commission – Total Other	\$3,545	3-30-15	Jim	Jeff	6-0
692	Public Celebrations – Total Other	\$965	3-30-15	Jim	Jeff	6-0
699	A-B Cultural Council – Total Other	\$1,500	3-30-15	Jim	Jeff	6-0
310	Minuteman – Total Other	\$165,340	3-30-15	Jim	Jeff	5-1
320	ABRSD – Total Other	\$11,120,240	3-30-15	Jim	Jeff	6-0

**Reserve Fund Transfers:**

**Reserve Fund**

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



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Department	Account	2014 Liaison	2015 Liaison	
<b>Protection</b>	Police	210	Jim//Jeff	<b>Jim</b>
	Fire	220	Dilip/Eric	<b>Jeff</b>
	Dispatch	221	Jim/Jeff	<b>Jim</b>
	Inspectors	241	Neal / Dilip	<b>Neal</b>
	Emergency Mgt	291	Jim/Jeff	<b>Jeff</b>
	Dog Officer	292	Jim/John	<b>Jeff</b>
	Field Driver	299	Jim/John	<b>Jeff</b>
<b>Education</b>	Blanchard School	300	Jim/ Eve	
	Minuteman Vocational HS	310	Neal/Eve?	<b>Neal</b>
	ABRS Assessment	320	Jim/Eve?	<b>Jim</b>
<b>Dept. Public Works</b>	Public Works	422	Steve/Eve	<b>Ted</b>
	Snow & Ice	423	Steve/Eve	<b>Ted</b>
	Street Lighting	424	Steve/Eve	<b>Ted</b>
	Hager Well Maintenance	425	Steve/Eve	<b>Ted</b>
	Fuel	429	Steve/Eve	<b>Ted</b>
	Hazardous Waste Coll	431	Steve/Eve	<b>Ted</b>
	Cemetery	491	Steve/Eve	<b>Ted</b>
<b>Health Services</b>	Board of Health	511	Jeff /Steve	<b>Steve</b>
	Environmental Services	519	Jeff /Steve	<b>Steve</b>
	Family Services	521	Jeff /Steve	<b>Steve</b>
	Nursing Services	522	Jeff /Steve	<b>Steve</b>
	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>

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	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>