Town of Boxborough

Finance Committee

FinCom Meeting Minutes for: Tuesday, April 21st 2015
Venue: Morse-Hilberg Room, Town Hall

Attendees:

FinCom

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

Absent: Eve Li, Amy Burke

Public Attendance: None

The meeting was called to order by Dilip at 7:38 pm.

FinCom Presentation for TM - Neal presented the first draft of the FinCom presentation being prepared for town meeting. There was a lot of discussion around content and how to present material in a way that the voters could quickly grasp the changes since there is an anticipated tax increase this year. A second draft will be discussed at the next meeting on Monday, April 27th.

Previous Meeting Minutes – Minutes for April 13 were reviewed, moved by Jeff and seconded by Steve and approved 4-0 with 3 abstentions (since the individuals were not present for that meeting).

Reserve Fund Transfer – A reserve fund transfer for $5,578 was moved by Neal and seconded by John. The purpose of this RFT was to purchase Dispatch software (Dept. 215) which was originally in the budget and was requested to be removed by the FinCom. The RFT was approved unanimously.

Next Meeting: The next scheduled FinCom meeting will be on Monday, April 27th 2015 at 7.30pm in the Town Hall.

Motion to adjourn at 9:10 pm – moved by John, seconded by Steve and approved unanimously.

Respectfully submitted,
Dilip Subramanyam on behalf of
John Rosamond, FinCom Secretary
April 22nd 2015

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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
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

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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
176	Zoning Board – total other	$210	4-06-15	Jim	Steve	6-0
141	Assessor – total other (re-vote as a result of new quote for consulting services). This is a re-evaluation year so budget can be re-adjusted back down next year.	$17,964	4-06-15	Jim	Steve	6-0
691	Historical Commission – re-vote per request of building inspector	$4,045	4-06-15	Jim	Steve	6-0
299	Field Driver – Total Salary	$45	4-06-15	Jim	Steve	6-0
299	Field Driver – Total Other	$25	4-06-15	Jim	Steve	6-0
292	Animal Control Officer (Dogs & Cats) – Total Salary	$11,507	4-06-15	Jim	Steve	6-0
292	ACO (Dogs & Cats) – Total Other	$2,850	4-06-15	Jim	Steve	6-0
291	ACO – Total Salary	$2,746	4-06-15	Jim	Steve	6-0
291	ACO – Total Other	$450	4-06-15	Jim	Steve	6-0
241	Building Inspector – Total Salary	$69,863	4-06-15	Jim	Steve	6-0
241	Building Inspector – Total Other (takes new development into account)	$9,775	4-06-15	Jim	Steve	6-0
220	Fire – Total Salary	$774,301	4-06-15	Jim	Steve	6-0
220	Fire – Total Other (vehicle maintenance adjusted down by $2,470)	$106,880	4-06-15	Jim	Steve	6-0
215	Dispatch – Total Salary	$256,725	4-06-15	Jim	Steve	6-0
215	Dispatch – Total Other (adjusted down by $5,578 for which the FinCom would like to recommend a RFT)	$36,220	4-06-15	Jim	Steve	6-0
210	Police – Total Salary	$987,409	4-06-15	Jim	Steve	6-0
210	Police – Total Other (adjusted down by $4,500 in vehicle maintenance)	$100,940	4-06-15	Jim	Steve	6-0
422	DPW – Total Salary (adjusted down by $4,972)	$511,658	4-06-15	Jim	Steve	6-0
422	DPW – Total Other	$89,500	4-06-15	Jim	Steve	6-0

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423	Snow & Ice – Total Salary	$54,276	4-06-15	Jim	Steve	6-0
423	Snow & Ice – Total Other	$106,610	4-06-15	Jim	Steve	6-0
424	Street Lighting – Total Other	$3,000	4-06-15	Jim	Steve	6-0
425	Hager Well – Total Other (Maintenance adjusted down by $5,000 in line with rolling average from last few years)	$22,400	4-06-15	Jim	Steve	6-0
429	Fuel – Total Other (adjusted down due to lower anticipated fuel pricing)	$72,075	4-06-15	Jim	Steve	6-0
431	Hazardous Waste – Off year	$0	4-06-15	Jim	Steve	6-0
433	Transfer Station – Total Other (adjusted down by $10,000 in anticipated lower trucking and tipping fees)	$130,100	4-06-15	Jim	Steve	6-0
491	Cemetery – Total Salary	$8,953	4-06-15	Jim	Steve	6-0
491	Cemetery – Total Other (adjusted down by $500 in line with previous trending)	$1,000	4-06-15	Jim	Steve	6-0

Warrant Articles

Article	Description	Amount	Date	Moved	Seconded	Vote
STM-1	Snow & Ice Deficit	$75,000	4/06/15	Ted	Neal	Approved 6-0
STM-2	CBA - Police	TBD	4/06/15	Ted	Neal	Deferred 6-0
STM-3	CBA - Dispatch	TBD	Ted	Neal	Neal	Deferred 6-0
STM-4	CBA - Fire	TBD	4/06/15	Ted	Neal	Deferred 6-0
TM-2	Receive reports	N/A	4/06/15	Ted	Neal	Approved 6-0
TM-3	Fix salaries & comp for elected officials	As detailed	4/06/15	Ted	Neal	Approved 6-0
TM-4	Personnel Board compensation plan	As detailed	4/06/15	Ted	Neal	Deferred 6-0
TM-6	Amended Minuteman Agreement	As detailed	4/06/15	Ted	Neal	Rejected 0-6
TM-7	Withdrawal from Minuteman District	As detailed	4/06/15	Ted	Neal	Recommend 6-0
TM-8	Community Preservation Fund	$112,000	4/06/15	Ted	Neal	Recommend 6-0
TM-9	Transfer to Stabilization Fund	$100,000	4/06/15	Ted	Neal	Recommend 6-0
TM-10	Transfer to OPEB Trust Fund	$100,000	4/06/15	Ted	Neal	Recommend 6-0
TM-11	Assessor – certification stipend	$1,000	4/06/15	Ted	Neal	Recommend 6-0
TM-12	Rescind unused borrowing authority	$50,000	4/06/15	Ted	Neal	Recommend 6-0
TM-13	Revolving Fund re-authorization	As detailed	4/06/15	Ted	Neal	Recommend 6-0
TM-14	Establish revolving fund for COA	Up to $15K	4/06/15	Ted	Neal	Recommend 6-0
TM-15	Establish revolving fund for library copier	Up to $1,500	4/06/15	Ted	Neal	Recommend 6-0
TM-16	Museum Basement – Prep and Painting	$5,000	4/06/15	Ted	Neal	Recommend 6-0
TM-17	Transfer to Conservation Trust fund	$5,000	4/06/15	Ted	Neal	Recommend 5-1
TM-18	Police Dept. – promotion of Sargent to Lt.	$14,460	4/06/15	Ted	Neal	Did not recommend 1-5
TM-19	DPW – replace 2 P/T with 1 F/T	$31,662	4/06/15	Ted	Neal	Recommend 6-0
20A	Renovation of foyer – Grange Room FinCom is in support but recommends waiting until next year	$35K but $10K net	4/06/15	Ted	Neal	Did not recommend 0-6
20B	Fire Department – Replacement Pumper Truck	$650,000	4/06/15	Ted	Neal	Recommend 6-0
20C	Fire Department – replace PPE	$140,000	4/06/15	Ted	Neal	Recommend 6-0
20D	DPW – replace ¾ ton pickup truck	$40,000	4/06/15	Ted	Neal	Recommend 6-0
20E	DPW – supplement chapter 90 for paving	$300,000	4/06/15	Ted	Neal	Recommend 6-0
20F	DPW – Vibratory Asphalt roller	$40,000	4/06/15	Ted	Neal	Recommend 6-0

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20G	DPW – Chipper	$60,000	4/06/15	Ted	Neal	Recommend 6-0
21A	Public Safety Bldg – review and design	$69,500	4/06/15	Ted	Neal	Did not recommend 0-6
21B	Police department accreditation	$14,000	4/06/15	Ted	Neal	Recommend 5-1
22-28	Zoning by-law amendments	As detailed	4/06/15	Ted	Neal	No recommendation 6-0
TM-29	Submitted by petition	As detailed	4/06/15	Ted	Neal	No recommendation 6-0
TM-30	Acceptance of Codman Hill Road sidewalk easement	As detailed	4/06/15	Ted	Neal	Recommend 6-0
TM-31	Acceptance of real estate exemptions	As detailed	4/06/15	Ted	Neal	Recommend 6-0
TM-32	Accept Chapter 90 funds	As detailed	4/06/15	Ted	Neal	Recommend 6-0
TM-5	Town Budget – infusion of $474K from free cash	As detailed	4/06/15	Ted	Neal	Recommend 5-1

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: **Rescinded 11/24/14**
CPA Software (Tax Collector, Software)	11/24/14	$2950	$169,026	Software for collection of tax following approval of CPA
Historical Commission building & grounds maintenance.	12/15/14	$4900	$164,126	Gas-fired furnace purchase & installation for Museum basement.
Police – personal protection equipment	3/2/15	$9,350	$154,776	Bullet-proof vests to replace current equipment
Vadar RFT – Dept. 135	3/23/15	$9,100	$145,676	Unified software for all town departments
Accountant Software	4/6/15	$4,700	$140,976	Required to migrate Point

support – Dept. 135				software to Vadar platform
Animal Control -Travel	4/6/15	$750	$140,226	Mileage is being tracked more precisely. Budget for FY'16 adjusted.
Museum Alarm repair	4/6/15	$500	$139,726	Unanticipated work done in January 2015.
Hagar Well – pump replacement + 100' of galvanized pipe	4/6/15	$10,000	$129,726	Emergency work.
Dispatch Software (215)	4/21/15	$5,578	$124,148	Removed from 2016 budget and funded from 2015 reserves.

Department Liaisons:

Department		Account	2014 Liaison	2015 Liaison
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**

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	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**
	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**