**Town of Boxborough**

**Finance Committee**

FinCom Meeting Minutes for: Monday, April 6th 2015
Venue: Morse-Hilberg Room, Town Hall

**Attendees:**

**FinCom**

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

**Absent**: Eve Li, Jeff Scott, John Rosamond

**Public Attendance:** Jennifer Barrett (for the entire meeting), R. Stemple (BoS) after 10 PM.

The meeting was called to order by Dilip at 7:36 pm.

Given the deadline for the warrant, the focus of the meeting was to complete voting the remaining budget line items as detailed in the table below.

Four reserve fund transfer requests were approved as detailed in the RFT status table at the end of this report.

The committee then voted on all of the warrant articles as detailed in the separate table below. The source of the funding was previously voted and recorded in meeting minutes from March 23.

**Next Meeting:** The next scheduled FinCom meeting will be on Thursday, April 9th 2015 at 7.30pm in the Town Hall. Please bring drafts of warrant recommendations for discussion.

**Motion to adjourn** at 11:55 pm – proposed by Jim, seconded by Ted and approved unanimously.

Respectfully submitted,
Dilip Subramanyam on behalf of
John Rosamond, FinCom Secretary
April 7th 2015

**Town of Boxborough**

**Finance Committee**

# 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 |
| 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~~ |

**Town of Boxborough**

**Finance Committee**

| | | | | | | |
|---|---|---|---|---|---|---|
| ~~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 |
| 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 |

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

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|---|---|---|---|---|---|---|
| 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 support – Dept. 135 | 4/6/15 | $4,700 | $140,976 | Required to migrate Point 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. |
| | | | | |

## 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** |
| | Recreation Comm | 630 | John/Steve | **Amy** |
| | Historical Comm | 691 | John/Steve | **Amy** |
| | Public Celebration | 692 | John/Steve | **Amy** |

**Town of Boxborough**

**Finance Committee**

| | | | | |
|---|---|---|---|---|
| | 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** |