

Town of Boxborough



Finance Committee

FinCom Meeting Minutes for: Monday September 21st 2015
Venue: Hilberg Rooms, Town Hall

Attendees:

FinCom

1. Dilip Subramanyam
2. Neal Hesler,
3. John Rosamond
4. Gary Kushner
5. Steve Ballard

Absent, Amy Burke, Eve Li, Ted Kail

Public Attendance: Jennifer Barrett (Town Accountant), Adam Duchesneau (Town Planner)

The meeting was called to order by Dilip at 7.34pm.

Approval of Meeting Minutes: FinCom approved the following meeting minutes:

Joint meeting with the Board of Selectmen on June 30th – moved by Neal, seconded by John – approved 4-0-1.

FinCom meeting on July 27th – moved by Neal, seconded by Steve – approved 4-0-1

FinCom meeting on August 20th – moved by Neal, seconded by Gary – approved 4-0-1

Budget Timeline: Jennifer presented the timeline for the FY17 budget and warrant articles that incorporated the BoS meeting schedule as it related to the FY17 budget. It was noted that, as last year, budget books for version 1 would be available in the first week of January, although FinCom would be required to provide input to the CPC prior to that for applications for support from CPA funds. Jennifer also asked to know who wanted a hard copy of the budget and who wanted only an electronic version. Dilip agreed to contact FinCom members to let Jennifer know their preference directly. It was noted that the BoS were scheduled to meet with two Department Heads at their meetings on January 25th and February 8th, and it was agreed that FinCom would coordinate to meet with the Department Heads on those evenings, independent of the BoS. It was anticipated that all warrant articles would be known by 2/23, with final recommendations and votes on the articles completed around the 14-21st March. It was agreed that John would draft an outline FinCom timetable aligned to the Budget timetable for discussion at a later meeting, and that we would keep open the option of a Saturday meeting if necessary. It was also agreed that Dilip would include “snow dates” when posting FinCom meetings over winter; Dilip will email FinCom separately to determine the preferred day for possible “snow day” meetings. Dilip also noted that we would need to incorporate a capital plan review into our budget timetable.

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Department Liaisons: The list of department liaisons was reviewed and some adjustments made to reflect changes to the composition of FinCom for FY17. These liaison roles are summarized in the table appended to the minutes, and will be reviewed further at a subsequent meeting.

Draft Master Plan: Adam summarized the current draft recommendations of the “Boxborough 2030 Plan” (Master Plan) that had been previously circulated for feedback. FinCom noted that the recommendations identified the boards and committees responsible for the different actions, but felt that identifying an individual board/committee with overall accountability in each case would enhance the prospects for delivery. In addition to clarifying a number of actions which seemed to be overlapping or duplicated, FinCom disagreed with one particular action (1.3.1.5 in the draft) which would include a line item in the capital plan for the Conservation Trust Fund for land acquisition. FinCom felt that this was an inappropriate use of the capital plan, and that funding for this action should largely come from CPA funds.

Next Meeting: The next FinCom meeting will be on Monday October 5th at 7.30pm in the Town Hall

Motion to adjourn at 8.23pm – proposed by Neal, seconded by Steve and approved unanimously.

Respectfully submitted,
John Rosamond
FinCom Secretary
September 29th 2015

Reserve Fund Transfers:

Item	Date	Cost	Left in Reserve	Reason
Initial reserve	7/01/15		\$185,000.00	Initial amount from article 5
192- Town Hall- Building Grounds and Maintenance-	7/27/15	\$17,500	\$167,500	Replace two furnace/AC units at the Town Hall
491 – Cemetery – Building & Ground Maintenance services	7/27/15	\$12,000	\$155,500	Repairs to damaged crypt and adjoining stone wall
670 - Steele Farm Buildings & Grounds Maintenance	8/20/15	\$7,000.00	\$148,500.00	Low bid higher than TM appropriation.

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Department Liaisons:

Department		Account		<u>FY17 Liaison</u>
Protection	Police	210		Dilip
	Fire	220		Gary
	Dispatch	221		Dilip
	Inspectors	241		Neal
	Emergency Mgt	291		Gary
	Dog Officer	292		John
	Field Driver	299		John
	Education	Blanchard School	300	
	Minuteman Vocational HS	310		Gary
	ABRS Assessment	320		Amy
Dept. Public Works	Public Works	422		Ted
	Snow & Ice	423		Ted
	Street Lighting	424		Ted
	Hager Well Maintenance	425		Ted
	Fuel	429		Ted
	Hazardous Waste Coll	431		Ted
	Cemetery	491		Ted
	Health Services	Board of Health	511	
	Environmental Services	519		Steve
	Family Services	521		Steve
	Nursing Services	522		Steve
	Mental Health Services	523		Steve
	Council on Aging	541		Steve
	Veterans	543		Steve
	Inspect of Animals	599		Steve
	Animal Control Officer	600		Steve
	Landfill Monitoring	510		Steve
Culture & Recreation	Library	610		Amy
	Recreation Comm	630		Amy
	Historical Comm	691		Amy
	Public Celebration	692		Amy
	Steele Farm	693		Amy
	A/B Cultural Council	699		Amy
Town Government	Moderator	114		Neal
	Town Hall	192		Neal
	Town Constable	119		Neal
	Selectman	122		Neal
	Town Administrator	123		Neal
	Finance Committee	131		(Neal)

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	Accountant	135		Neal
	Assessor	141		Neal
	Treasurer	145		Neal
	Tax Collector	146		Neal
	Legal	151		Neal
	Personnel Board	152		Amy
	Town Clerk	161		Neal
	Elect & Regist	162		Neal
Debt / Insurance	Debt & Interest	710 & 751		Neal
	Insurance	912/915/945		Neal
	Retirement	830		Neal
Land Use Boards	Conservation Comm	171		John
	Planning Board	175		John
	Zoning Board	176		John
	Housing Board	177		John
	Agricultural Comm	179		John
Other	Energy Committee	199		Eve
	Bitcom			Eve
	Reserve Fund	132		Eve
	Civil Defense			Eve
	Boxborough Leadership Forum			Dilip
	Capital Plan			Ted
	Town Report			Dilip/Neal/John