

Town of Boxborough



Finance Committee

FinCom Meeting Minutes for: Monday October 19th 2015
Venue: Hilberg Room, Town Hall

Attendees:

FinCom

1. Dilip Subramanyam
2. Neal Hesler,
3. John Rosamond
4. Gary Kushner
5. Eve Li
6. Ted Kail

Absent: Steve Ballard, Amy Burke

Public Attendance: Jennifer Barrett (Town Accountant), Becky Neville

The meeting was called to order by Dilip at 7.40pm.

Approval of Meeting Minutes: Approval of the minutes for the FinCom meeting on October 5th – moved by Neal, seconded by Eve – approved (3-0-2). Eve left the meeting following this action.

Capital Plan: Ted provided an update on the Town Capital Plan. The current version that he has updated after meetings and discussions with department heads anticipates approximately \$526,500 capital requests for FY17. He has made an initial correlation of the plan with the capital asset spreadsheet collated by Dave Lindberg (Building Inspector) and has identified a number of discrepancies between the two that they are in the process of resolving, with the aim of establishing a single spreadsheet. Jennifer asked for a copy of the plan, so that she could assist DL in checking the data. In light of the previous RFT for the furnace/AC unit at Town Hall (approved on 7/27/15) FinCom had a follow-up discussion on the risk associated with infrastructure that was operating beyond its expected life span. It was agreed that a first step would be to understand the extent of this risk before considering how best to mitigate it.

ABRSD: Becky Neville informed the committee that the full regional school committee was meeting with the Acton Board of Selectmen and Finance committee, and were willing to have a similar meeting with Boxborough Selectmen and FinCom. While it made sense for a single meeting with all five groups, Acton preferred to have a separate meeting. FinCom agreed that a meeting with the full school committee, (rather than just the Boxborough representatives) would be useful and Dilip asked Amy, as liaison to the school committee, to explore options. Becky also noted that the work to repair the crypt at the North cemetery was almost completed, and the Cemetery Commission was looking at options to demarcate the South Cemetery grounds, which would fall outside the provisions of any

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established funds for the cemetery and so would require a warrant at ATM; FinCom recommended that the review of options be done in consultation with the abutters.

FinCom Budget timeline: The spreadsheet summarizing the timeline for FinCom activities through the planning for ATM was briefly reviewed. It was noted that the next two meetings would focus principally on likely CPA applications, as feedback to the CPC on these would be due before Thanksgiving. Dilip also reminded liaisons to be proactive in contacting their department heads to get an early view on any budget and warrant issues.

Next Meeting: The next FinCom meeting will be on Monday November 2nd at 7.30pm in the Town Hall

Motion to adjourn at 8.15pm – moved by Neal, seconded by Gary - approved unanimously.

Respectfully submitted,
John Rosamond
FinCom Secretary
October 20th 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.
670 - Steele Farm Buildings & Grounds Maintenance	10/5/15	\$10,598	\$137,902	Further work to repair timber frames

Department Liaisons:

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Department		Account		<u>FY17 Liaison</u>
Protection	Police	210		Dilip
	Fire	220		Gary
	Dispatch	221		Dilip
	Inspectors	241		Ted
	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		Steve
	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)
	Accountant	135		Neal

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	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
	Technology	156		Eve
	Reserve Fund	132		Eve
	Civil Defense			Eve
	Boxborough Leadership Forum			Dilip
	Capital Plan			Ted
	Town Report			Dilip/Neal/John