

Town of Boxborough



Finance Committee

FinCom Meeting Minutes for: Monday November 2nd 2015
Venue: Hilberg Room, Town Hall

Attendees:

FinCom

1. Dilip Subramanyam
2. John Rosamond
3. Ted Kail
4. Steve Ballard
5. Amy Burke

Absent: Neal Hesler, Gary Kushner, Eve Li

Public Attendance: None

The meeting was called to order by Dilip at 7.47pm.

Approval of Meeting Minutes: Approval of the minutes for the FinCom meeting on October 19th – moved by Ted, seconded by Amy – approved (4-0-1).

Update from the Minutes: John reported that he had had a preliminary look at the capital plan, provided by Ted, to try to identify equipment that was beyond its anticipated replacement date and which might need an RFT for replacement in the case of catastrophic failure. At the moment, making several assumptions that would need to be validated further, the replacement cost for items in this category was about \$187K.

Community Preservation Projects: John updated the committee on the process by which the CPC was reviewing applications for CPA funding for projects starting in FY17, as well as the current status of that process. The CPC had held a public information meeting in September, following which it had received 7 initial project applications that were all deemed potentially fundable through CPA. If all projects were to be funded, the total project costs would be approximately \$260K. The applicants had been asked to provide more extensive information on the projects including detailed financial requirements; these applications were due on October 28th, and the intention of CPC was to invite comments and questions on all of these projects from Town Boards and Committees prior to CPC public meetings in the first week of December. Since feedback on the projects is due by November 23rd, FinCom discussion and feedback would need to be agreed at the next FinCom meeting (11/16).

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FinCom Budget timeline: Amy was working with Bob Stemple to organize a joint FinCom/Board of Selectmen meeting with the full ABRSD committee; no specific date had been identified although possible dates in late November/early December were being considered. Dilip reported that he had had discussions with the Police Chief; it is likely that there will be two warrant articles from the Police Department; one to replace the firearms at a net cost of ~\$7.5K and a second to purchase digital radios as part of the communication systems upgrade and for which vendor quotes are awaited.

Next Meeting: The next FinCom meeting will be on Monday November 16th at 7.30pm in the Town Hall

Motion to adjourn at 8.25pm – moved by Amy, seconded by Ted - approved unanimously.

Respectfully submitted,
John Rosamond
FinCom Secretary
November 10th 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 |

Town of Boxborough



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Department Liaisons:

| Department | | Account | | FY17 Liaison |
|---------------------------------|-------------------------|------------------|-----|--------------|
| 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 of Boxborough



Finance Committee

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|-------------------------|-----------------------------|-------------|--|------------------------|
| | Town Administrator | 123 | | Neal |
| | Finance Committee | 131 | | (Neal) |
| | 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 |
| | Technology | 156 | | Eve |
| | Reserve Fund | 132 | | Eve |
| | Civil Defense | | | Eve |
| | Boxborough Leadership Forum | | | Dilip |
| | Capital Plan | | | Ted |
| | Town Report | | | Dilip/Neal/John |