

Town of Boxborough



Finance Committee

FinCom Meeting Minutes for: Monday December 14th 2015
Venue: Community Center, 30 Middle Road, Boxborough

Attendees:

FinCom

1. Steve Ballard
2. John Rosamond
3. Ted Kail
4. Amy Burke
5. Neal Hesler,
6. Gary Kushner

Absent: Dilip Subramanyam

Public Attendance: Jennifer Barrett (Town Accountant)

In Dilip's absence, the meeting was called to order by John at 7.33pm.

Approval of Meeting Minutes: Approval of the minutes for the FinCom meeting on November 16th – moved by Gary, seconded by Steve – approved unanimously. Approval of the minutes for the FinCom meeting of November 30th – moved by Gary, seconded by Steve – approved unanimously.

Community Preservation Projects: John provided an update on the current status of the potential projects being considered by the Community Preservation Committee (CPC). Since the last FinCom meeting, CPC had held a well-attended public meeting at which the comments from FinCom had been addressed by most of the project applicants. At a following meeting, CPC had reviewed the 7 project applications further: CPC had voted to recommend three projects (2 unanimously, one with a split vote) while 4 projects had been tabled for more information. Since that meeting one of the latter projects had been withdrawn by the applicants. There had also been a brief discussion by CPC, and it seemed likely that, in contrast to last year, individual projects would be presented as separate articles at ATM.

Department Liaison Feedback: Neal reported on his meetings with Selina to discuss the Town Hall budgets, which showed some organizational changes following the retirement of the Tax Collector last year. He raised an issue about the budget for the Animal Control Officer (Dogs & Cats), and whether the income from Littleton has been received. Jennifer explained that it has been paid, but that there are ongoing discussions to incorporate Stow into the IMA; the financial impact of that remains to be determined. There is also likely to be a warrant article for a truck for the ACO.

Town of Boxborough



Finance Committee

Amy noted that there is a safety issue at the play area at Flerra that the RecCom need to address urgently, and that there might be an opportunity for a warrant at a February STM for this, otherwise the urgency of the repairs would probably require an RFT. RecCom were also working to ensure that camp staff were aligned correctly with the personnel plan; Amy intended to follow up with Ann Canfield.

Ted and Gary indicated that both the planned DPW and Fire Department budgets were essentially flat, with both Departments likely to submit two warrants to ATM. Ted intended to follow up on items that were in the Capital plan with further meetings scheduled in the following week.

Neal reported on a recent meeting of the Housing Board at which there had been a discussion about donating an acre lot that had been obtained by tax title in 1997 to Habitat for Humanity. It was unclear why there had been no previous development on that site.

Next Meeting: The next FinCom meeting will be on Monday January 4th 2016 at 7.30pm, location to be determined

Motion to adjourn at 8.42pm – moved by Amy, seconded by Gary - approved unanimously.

Respectfully submitted,
John Rosamond
FinCom Secretary
December 16th 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
192- Town Hall- Building Grounds and Maintenance-	11/30/15	\$5,750	\$132,152	Replacement of one furnace in Town Hall

Town of Boxborough



Finance Committee

Department Liaisons:

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

Town of Boxborough



Finance Committee

	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
	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