

Town of Boxborough



Finance Committee

FinCom Meeting Minutes for: Monday January 4th 2016
Venue: Community Center, 30 Middle Road, Boxborough

Attendees:

FinCom

1. Dilip Subramanyam
2. John Rosamond
3. Ted Kail
4. Amy Burke
5. Neal Hesler,
6. Gary Kushner (from 9.15pm)

Absent: Steve Ballard

Public Attendance: Jennifer Barrett (Town Accountant)

The meeting was called to order by Dilip at 7.36pm.

Approval of Meeting Minutes: Approval of the minutes for the FinCom meeting on December 14th – moved by Amy, seconded by Ted – approved (4-0-1).

Community Preservation Projects: John provided an update on the current status of the potential projects being considered by the Community Preservation Committee (CPC). Although there had been no CPC meeting since the last FinCom meeting, the certified numbers for FY15 had been released. The Town collected \$155,528 from the surcharge on the property tax, and the state match was 29.7%, higher than initially thought, providing a further \$46,149. It was anticipated that there would be a warrant article at the STM in February to supplement the previous funding for the Town Hall steps. Jennifer clarified an issue with one of the current project applications being considered for funding, indicating that there was a mechanism to fund a specific project through the calendar year 2016.

Reserve Fund Transfers: FinCom considered three requests for RFT.

An RFT for \$39,000 for Department 192 (Town Hall Capital Outlay) to replace the lift in the Town Hall – moved by Neal, seconded by Ted – approved unanimously

An RFT for \$150 for Department 505 (Animal Inspector Travel) – moved by Neal, seconded by Ted – was approved unanimously.

Both these RFTs are recorded in the Table below.

A third RFT for \$560 for Department 122 (Board of Selectmen Consulting) was discussed, with some concern expressed as to whether this was the appropriate source of funding, given the lack of detail,

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and questions around the lack of prior consultation with FinCom. It was unanimously agreed to defer a decision on this RFT pending further information.

FY17 Budget: Jennifer provided the first version of the FY17 budget, and the Committee reviewed some of the components, focusing on elements that showed significant changes in the Financial Model. It was noted that there is significant headroom in the tax levy, and Jennifer noted that the Town Assessor is in favor of building the stabilization fund rather than generating further headroom in the event that future tax rates continue to decrease. It was agreed that it would be useful for FinCom to meet with the Assessor at some point to discuss the options and potential impact of the different scenarios. It was noted that the Committee would be meeting with the Board of Selectmen on 1/19 (in place of a BLF meeting) and that meetings with Department Heads were scheduled for 1/25 (Police Chief and Fire Chief) and 2/8 (Town Administrator and DPW Director). It was also agreed that the FinCom should start to vote on budget line items as soon as possible, and potentially at the next meeting on 1/11.

Next Meeting: The next FinCom meeting will be on Monday January 11th 2016 at 7.30pm, location to be determined

Motion to adjourn at 9.18pm – moved by Neal, seconded by Amy - approved unanimously.

Respectfully submitted,
John Rosamond
FinCom Secretary
January 5th 2016

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
192 – Town Hall – Capital Outlay	1/4/16	\$39,000	\$93,152	Replacement of lift in Town Hall

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505 – Animal Inspector Travel	1/4/16	\$150	\$93,002	Reimbursement for travel based on documentation
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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

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	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
	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