

Town of Boxborough



Finance Committee

FinCom Meeting Minutes for: Monday January 11th 2016
Venue: Vestry, UCC, Middle Road, Boxborough

Attendees:

FinCom

1. Dilip Subramanyam
2. John Rosamond
3. Ted Kail
4. Neal Hesler,
5. Gary Kushner (from 9.00pm)

Absent: Steve Ballard, Amy Burke

Public Attendance: Jennifer Barrett (Town Accountant)

The meeting was called to order by Dilip at 7.37pm.

Community Preservation Projects: John noted that he had been absent from the CPC meeting held on 1/7 and would clarify the current status of the project applications later this week. It was still anticipated that there would be a warrant article at the STM in February to supplement the previous funding for the Town Hall steps, for which a FinCom recommendation would be needed, but this would be clarified later this week.

Reserve Fund Transfers: A Reserve Fund Transfer for \$560 for Department 122 (Board of Selectmen Consulting), held over from the previous FinCom meeting, was discussed along with the supporting information provided by the Town Administrator. Moved by Neal, seconded by John, the RFT was approved unanimously and is recorded in the Table below. Dilip noted that he had asked for a placeholder in the warrant for the February STM to increase the Reserve Fund by \$50,000.

FY17 Budget: FinCom reviewed and voted on a number of the line items in the proposed FY17 budget, as recorded in the Table below.

Vocational School Advisory Committee: Gary provided an update on the presentation to the Board of Selectmen by the committee in advance of the STM at which two articles will be considered; one for the new regional agreement for Minuteman Tech, and the second to determine whether Boxborough will withdraw from the district. Gary summarized some of the key issues identified by the committee, including differences in costs between Minuteman and other vocational schools, and described some of the issues with each of the possible options. He noted that the BoS had not yet reached a decision and that the VSAC had been asked to come up with a recommendation. Dilip

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noted that FinCom was meeting with the BoS on 1/19 at 7pm at the Library and would make sure that this topic was on the agenda for that meeting.

Next Meeting: The next FinCom meeting will be on Monday January 25th 2016 at 7.30pm, location to be determined

Motion to adjourn at 9.45pm – moved by Neal, seconded by Ted - approved unanimously.

Respectfully submitted,
 John Rosamond
 FinCom Secretary
 January 12th 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
505 – Animal Inspector Travel	1/4/16	\$150	\$93,002	Reimbursement for travel based on documentation
122- Board of Selectmen Consulting	1/11/16	\$560	\$92,442	Consultant for space analysis

Budget Line Votes:

Account #	Amount	Date	Proposed	Seconded	Vote
100 - General Government	\$11,940	1/11/16	Neal	Ted	4-0
114 - Moderator	\$50	1/11/16	Neal	Ted	4-0
119 - Town Constable	\$145	1/11/16	Neal	Ted	4-0

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122 - Selectmen Salary	\$2,000	1/11/16	Neal	Ted	4-0
122 - Selectmen Other	\$2,818	1/11/16	Neal	Ted	4-0
123 – Town Administrator Salary	\$108,750	1/11/16	Neal	Ted	4-0
123 – Town Administrator Other	\$2,700	1/11/16	Neal	Ted	4-0
131 – Finance Committee	\$480	1/11/16	Neal	Ted	4-0
132 – Reserve Fund	\$185,000	1/11/16	Neal	Ted	4-0
135 – Town Accountant Salary	\$69,609	1/11/16	Neal	Ted	4-0
135 – Town Accountant Other	\$36,390	1/11/16	Neal	Ted	4-0
141 – Assessor Salary	\$70,609	1/11/16	Neal	Ted	4-0
141 – Assessor Other	\$13,990	1/11/16	Neal	Ted	4-0
145 – Treasurer & Collector Salary	\$72,350	1/11/16	Neal	Ted	4-0
145 – Treasurer & Collector Other	\$16,745	1/11/16	Neal	Ted	4-0
151 - Legal	\$48,500	1/11/16	Neal	Ted	4-0
152 – Personnel Board	\$320	1/11/16	Neal	Ted	4-0
161 – Town Clerk Salary	\$47,823	1/11/16	Neal	Ted	4-0
161 – Town Clerk Other	\$2,043	1/11/16	Neal	Ted	4-0
162 – Elections and Registrars Salary	\$6,400	1/11/16	Neal	Ted	4-0
162 – Elections & Registrars Other	\$6,312	1/11/16	Neal	Ted	4-0
171 – Conservation Commission	\$2,150	1/11/16	Neal	Ted	4-0
175 – Planning Board Salary	\$70,154	1/11/16	Neal	Ted	4-0
175 – Planning Board Other	\$6,445	1/11/16	Neal	Ted	4-0
176 – Zoning Board	\$210	1/11/16	Neal	Ted	4-0
179 – Agricultural Commission	\$200	1/11/16	Neal	Ted	4-0
199 – Energy Commission	\$300	1/11/16	Neal	Ted	3-1
241 – Building Inspector Salary	\$72,211	1/11/16	Neal	Ted	4-0
241 – Building Inspector Other	\$10,415	1/11/16	Neal	Ted	4-0
291 – Animal Control Officer Salary	\$2,787	1/11/16	Neal	Ted	4-0-1

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291 – Animal Control Officer	\$545	1/11/16	Neal	Ted	4-0-1

Department Liaisons:

Department	Account	FY17 Liaison
Protection	Police	Dilip
	Fire	Gary
	Dispatch	Dilip
	Inspectors	Ted
	Emergency Mgt	Gary
	Dog Officer	John
	Field Driver	John
	Education	Blanchard School
	Minuteman Vocational HS	Gary
	ABRS Assessment	Amy
Dept. Public Works	Public Works	Ted
	Snow & Ice	Ted
	Street Lighting	Ted
	Hager Well Maintenance	Ted
	Fuel	Ted
	Hazardous Waste Coll	Ted
	Cemetery	Ted
Health Services	Board of Health	Steve
	Environmental Services	Steve
	Family Services	Steve
	Nursing Services	Steve
	Mental Health Services	Steve
	Council on Aging	Steve

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	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
	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