

Town of Boxborough



Finance Committee

FinCom Meeting Minutes for: Monday January 25th 2016
Venue: Gathering Room, UCC, Middle Road, Boxborough

Attendees:

FinCom

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

Absent: None

Public Attendance: Jennifer Barrett (Town Accountant), Chief Ryder (Police Chief), Chief White (Fire Chief)

The meeting was called to order by Dilip at 7.30pm.

Approval of Meeting Minutes: Motion to approve the minutes of the FinCom meeting of 4th January – moved by Gary, seconded by Ted – approved unanimously. Motion to approve the minutes of the FinCom meeting held on 11th January – moved by Gary, seconded by Ted – approved unanimously.

Police Department Budget: Chief Ryder reviewed the operating budget for the Police Department for FY17 (Dept. 210), focusing on the significant changes from the FY16 budget. He noted that the salaries for FT Officers was reducing slightly, with the replacement of two senior officers by more junior officers. However, since the two departing officers were in-house trainers, the overtime budget was increasing for one year due to the need for coverage while new trainers were credentialed. There were extra funds included in the budget for potential decontamination of cells or cruisers when those costs could not be recovered. There were also a significant increase in the line item for Equipment maintenance/Supply, to allow for the purchase of two replacement Tasers; there was also a discussion about the Chief's intention to start equipping five of the part-time officers with this equipment. There was an extensive discussion about the merits or otherwise of this, with Amy noting that the Boston Police department does not issue Tasers to its officers as a matter of policy. The proposed budget also included a provision for a new, fully-equipped cruiser.

Chief Ryder also reviewed the budgets for two other departments that he manages. The Dispatch budget (Dept. 215) which was essentially flat, with only salary increases relative to FY16; and the Animal Control Officer – Dogs and Cats budget (Dept. 292), where the service was potentially being increased through an IMA with Littleton and Stow. There was some concern expressed at the

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apparent increase in costs from FY15 to FY17, and it was agreed that there was a need to see the full details of the revolving account to determine the overall costs to Boxborough. He also noted his intention to include a warrant article for \$40,000 for a replacement truck for the ACO.

Chief Ryder briefly reviewed his potential warrant articles for the Police Department for the ATM, which FinCom will discuss at a later meeting.

Fire Department Budget: Chief White reviewed the proposed Fire Department budget, noting only small changes from FY16. He noted that the new shift pattern was working well, and was liked by the firefighters. He also intends to propose two articles; one for a promotion which will have zero cost in FY17, and a second for a truck to allow access to the trail system, which would replace a current utility vehicle.

Articles for STM: FinCom reviewed the 3 articles for the STM, which had been voted previously at a joint meeting with the Board of Selectmen, and after discussion agreed the wording for their recommendations for the warrant.

Article 1

The Finance Committee recommends (7-0).

This year's approved expenditures include Cemetery Crypt Reconstruction \$12,000; Three Town Hall HVAC units totaling \$23,250; Steele Farm Barn additional scope of repair work \$17,596; Town Hall Lift \$39,000. Other miscellaneous transfers bring the total transferred from the Reserve Fund to \$92,556, leaving a balance in the reserve fund as of 1/31/16 of \$92,444.

This has been an unusual year in terms of reserve fund transfer requests. Since we are still in the early part of winter, it is unclear what level of reserve fund transfers might be required to fund DPW expenses associated with snow removal or other personnel issues.

There are also an additional 6 to 8 smaller items on the horizon for pending transfers as well. This item resets the Reserve Fund back to a level that the Finance Committee believes will be sufficient for the remainder of FY16.

Article 2

The Finance Committee recommends (7-0).

While Minuteman has provided a good education for Boxborough students over the years, the VEAC has provided data that shows students could obtain a quality vocational education of a similar or higher standard for a similar or lesser cost elsewhere.

Article 3

The Finance Committee recommends (6-1).

Pro

Regardless of how the town has voted on Article 2, the majority of the Finance Committee is of the view that the town's best financial interests are served by approving the new regional agreement.

The regional agreement as provided in the warrant does a number of things that are good for Boxborough and the District. The agreement lowers the minimum number of students from 5 to 1. The new agreement will initially allow 7 member towns to leave the District with no penalty including Boxborough if we so desire. The agreement will most likely allow the schools remaining in the district to agree to build a new school, which will entail a capital assessment on all member towns for the next 30 years.

Con

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The new agreement will change the voting structure of the school committee and limit Boxborough's vote on the committee. The new agreement changes the budget model and will charge more to Boxborough due to the Wealth factor. In addition, we will be forced to pay for a minimum of one student even if there are no Boxborough students attending.

Reserve Fund Transfer: FinCom tabled a request for an RFT for \$2,000 and returned it to the Board of Selectmen for their approval before considering the request.

Next Meeting: The next FinCom meeting will be on Monday February 1st 2016 at 7.30pm, location to be determined

Motion to adjourn at 10.10pm – moved by Neal, seconded by Ted - approved unanimously.

Respectfully submitted,
John Rosamond
FinCom Secretary
January 28th 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:

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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
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

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

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

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	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
	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

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	Capital Plan			Ted
	Town Report			Dilip/Neal/John