

Town of Boxborough



Finance Committee

FinCom Meeting Minutes for: Monday February 1st 2016

Venue: Meeting Room, Sargent Memorial Library, 427 Mass. Ave., Boxborough

Attendees:

FinCom

1. Dilip Subramanyam
2. John Rosamond
3. Neal Hesler,
4. Gary Kushner
5. Steve Ballard

Absent: Ted Kail, Amy Burke

Public Attendance: Jennifer Barrett (Town Accountant), Ruth Anderson (Town Assessor)

The meeting was called to order by Dilip at 7.35pm.

Approval of Meeting Minutes: Motion to approve the minutes of the FinCom meeting of 25th January – moved by Neal, seconded by Steve – approved unanimously.

Discussion with the Town Assessor: Neal introduced Ruth Anderson, the Town Assessor and started a discussion on unused levy capacity by referring to material taken from the last bond offering that showed our Unused Levy Capacity (the difference between the Tax Levy Limit and the Tax Levy) steadily increasing from 2011 through 2015. FinCom was under the impression that this represented accumulating capacity that could be used in future before an override was necessary. However, Ruth and Jennifer pointed out that this was a misconception and the increase from 2011-15 was a coincidence; unused capacity did not accumulate, and each year was stand-alone so any unused capacity was taken off the table at the end of each year. This led to a discussion of whether longer-term financial planning was better enabled by reducing the Unused Capacity and increasing the Stabilization Fund. However, during the discussion, it was noted that despite using Free Cash to fund a number of warrant articles last year, our current Free Cash and Stabilization Funds combined are about 15% of the Operating budget, exceeding the DoR guidelines.

Ruth also highlighted a potential change to the regulations for the Overlay account that provides for tax abatements, which would allow the overlay account to roll over from year to year. Currently, there is about \$346K in yearly overlay accounts dating back to 2004 for which pending abatements need to be cleared before the funds can be released. This is something that Ruth and Jennifer review on a regular basis.

Ruth also reviewed her Department budget (Department 141), noting that the consulting support was reduced from last year, but still contained provision for support for valuation of personal property,

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commercial and industrial real estate; that some software fees had been moved to the Technology budget (156); and that with these exceptions the overall budget for FY17 was largely flat.

FY17 Budget Line Item votes: The committee reviewed and voted on individual budget line items, as recorded in the table below.

Next Meeting: The next FinCom meeting will be on Monday February 8th 2016 at 7.30pm in the UCC Vestry, 30 Middle Road

Motion to adjourn at 9.30pm – moved by Neal, seconded by Steve - approved unanimously.

Respectfully submitted,
John Rosamond
FinCom Secretary
February 4th 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

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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
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

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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
291 – Animal Control Officer Other	\$545	1/11/16	Neal	Ted	4-0-1
505 – Animal Inspector Salary	\$1,003	2/1/16	Neal	Steve	5-0
505 – Animal Control Officer Other	\$215	2/1/16	Neal	Steve	5-0
431 – Hazardous Waste Other	\$10,000	2/1/16	Neal	Steve	5-0
529 – Community Services Salary	\$25,302	2/1/16	Neal	Steve	5-0
529 – Community Services Other	\$545	2/1/16	Neal	Steve	5-0
541 – COA Salary	\$50,034	2/1/16	Neal	Steve	5-0
541 – COA Other	\$5,675	2/1/16	Neal	Steve	5-0
543 – Veterans Agent Salary	\$4,068	2/1/16	Neal	Steve	5-0
543 – Veterans Agent Other	\$360	2/1/16	Neal	Steve	5-0
670 – Steele Farm Other	\$1,500	2/1/16	Neal	Steve	5-0
691 – Historical Commission Other	\$4,045	2/1/16	Neal	Steve	5-0
692 – Public Celebrations Committee Other	\$965	2/1/16	Neal	Steve	5-0
699 – ABCC Other	\$1,500	2/1/16	Neal	Steve	5-0
710 – LT Debt retirement Other	\$955,000	2/1/16	Neal	Steve	5-0
751 – Debt Interest Other	\$167,858	2/1/16	Neal	Steve	5-0
491 – Cemetery Salary	\$9,085	2/1/16	Neal	Steve	4-1
491 – Cemetery Other	\$1,000	2/1/16	Neal	Steve	5-0
299 – Field Driver Salary	\$45	2/1/16	Neal	Steve	5-0
299 – Field Driver Other	\$20	2/1/16	Neal	Steve	5-0

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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

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	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
	Capital Plan			Ted
	Town Report			Dilip/Neal/John

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