

Town of Boxborough



Finance Committee

FinCom Meeting Minutes for: Monday February 22nd 2016
Venue: Vestry, UCC, 30 Middle Road, Boxborough

Attendees:

FinCom

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

Absent: Steve Ballard

Public Attendance: Jennifer Barrett (Town Accountant), Tom Garmon (DPW Director), Selina Shaw (Town Administrator), Vince Amoroso (Selectman).

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

Budget Discussion with the DPW Director: The committee reviewed the proposed budget for the DPW with Tom Garmon, who noted that the budget for Dept.422 for FY17 was largely flat, with a small increase in salary line as a result of the new hire, with overtime costs associated with paving rather than snow and ice activities. Equipment maintenance was increased with the work now being done externally. The budget for snow and ice (423) was based on historic needs (rather than last year!), but now included provision for meals during prolonged storms, at the recommendation of the Personnel Board. The Street Lighting budget (424) reflected a rate increase that took effect in April 2015. It was noted that Littleton Electric are in the process of replacing bulbs with more energy-efficient bulbs, but only when the current bulb needs replacing. Tom will investigate the possibility that LELO could immediately replace all bulbs with energy-efficient bulbs. Costs for the transfer station (433) reflect the 3% increase in the new contracts for trucking and tipping. Anticipated warrant articles will include two vehicles; a loader (~\$200K) and a pick-up (~\$40K) as well as new radios (~\$95K). The warrant will also include an article for \$400K for paving to supplement the Ch. 90 income

Budget Discussion with the Town Administrator: Selina reviewed the Town Hall budget (Dept. 192) for FY17 which was largely flat compared with the FY16 budget. The only significant change was the line for postage, for which the Pitney Bowes machine fund needs replenishing after being spent down last year. The Technology budget (156) shows a significant increase as there will be no contribution to the consulting line from the cable fund. However, other changes reflect transfers from other departments and are largely balanced out. For Dept. 912, there is an increase in Police and Fire

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Accident insurance because of increased past claims, while Liability Insurance (945) is increased based on assumptions from likely ATM warrants.

Other Business: FinCom briefly discussed the likely follow-up to the current SNAG input to the proposed new Public Safety Facility, noting that Chief Ryder was proposing the Board of Selectmen establish a formal committee. Vince Amoroso (Selectmen) updated the committee on the current status of plans for the STM on February 24th, highlighting the impact of withdrawing from the Minuteman Regional School District on the choice of vocational school for Boxborough students.

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

Reserve Fund Transfers: The committee considered five requests for transfers from the reserve fund. A request for \$3,000 for Board of Selectmen consulting was tabled pending further information, although in discussion, the view was expressed that this was not an appropriate use of the reserve fund. A request for \$2,000 for the Assessor for updates to MapGIS – moved by Neal, seconded by Gary – was approved unanimously. A request for \$2,903 for plumbing repairs to the Museum – moved by Neal, seconded by Gary – was approved unanimously. A request for \$2,000 for travel for the Animal Control Officer (Cats & Dogs) – moved by Neal, seconded by Gary – was approved (4-1). A request for \$495 for Board of Selectmen dues – moved by Neal, seconded by Gary – was approved unanimously. The approved RFTs are recorded in the table below.

Next Meeting: The next FinCom meeting will be on Wednesday February 24th 2016 at 6.30pm in the Library, Blanchard Memorial School

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

Respectfully submitted,
John Rosamond
FinCom Secretary
February 26th 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.

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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
141 – Assessor	2/22/16	\$2,000	\$90,442	MapGIS update
691- Historic Commission Museum	2/22/16	\$2,903	\$87,539	Plumbing repairs at Museum
292-ACO (Cats & Dogs)	2/22/16	\$2,000	\$85,539	Accurate recording of travel
122-Board of Selectmen Dues	2/22/16	\$495	\$85,044	Dues.

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

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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
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

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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
422 – DPW Salary	\$535,765	2/22/16	Neal	Amy	6-0
422 – DPW Other	\$94,150	2/22/16	Neal	Amy	6-0
423 – Snow & Ice Salary	\$62,881	2/22/16	Neal	Amy	6-0
423 – Snow & Ice Other	\$105,875	2/22/16	Neal	Amy	6-0
424 – Street Lighting Other	\$5,500	2/22/16	Neal	Amy	6-0
425 – Hager Well Other	\$27,800	2/22/16	Neal	Amy	6-0
429 – Fuel Other	\$75,300	2/22/16	Neal	Amy	6-0
433 – Transfer Station Other	\$133,350	2/22/16	Neal	Amy	6-0

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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
	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

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	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