

**Town of Boxborough**



**Finance Committee**

FinCom Meeting Minutes for: Wednesday February 24th 2016  
Venue: Library, Blanchard Memorial School, Mass. Ave., Boxborough

**Attendees:**

**FinCom**

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

**Absent:** Amy Burke

**Public Attendance:** Jennifer Barrett (Town Accountant).

The meeting was called to order by Dilip at 6.37pm.

**STM Preparation:** Dilip confirmed the arrangements for the STM: Neal would propose the motion for Article 1, and Gary would give the FinCom presentation for Article 2 as well as provide any input for Article 3.

**Other Business:** Dilip encouraged the committee to try to identify other volunteers to fill the existing 2 vacancies on FinCom, noting that personal demands might make it difficult for some members to continue in their current roles in the next year.

**Next Meeting:** The next FinCom meeting will be on Monday February 29th 2016 at 7.30pm in the Community Center, 30m Middle Road.

**Motion to adjourn** at 6.50pm – moved by Gary, seconded by Ted - approved unanimously.

Respectfully submitted,  
John Rosamond  
FinCom Secretary  
February 27<sup>th</sup> 2016

**Reserve Fund Transfers:**

**Town of Boxborough**



**Finance Committee**

<b>Item</b>	<b>Date</b>	<b>Cost</b>	<b>Left in Reserve</b>	<b>Reason</b>
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
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:**

<b>Account #</b>	<b>Amount</b>	<b>Date</b>	<b>Proposed</b>	<b>Seconded</b>	<b>Vote</b>
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

Town of Boxborough



Finance Committee

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
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

Town of Boxborough



Finance Committee

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
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

Town of Boxborough



Finance Committee

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Department Liaisons:

Department		Account		<u>FY17 Liaison</u>
<b>Protection</b>	Police	210		<b>Dilip</b>
	Fire	220		<b>Gary</b>
	Dispatch	221		<b>Dilip</b>
	Inspectors	241		<b>Ted</b>
	Emergency Mgt	291		<b>Gary</b>
	Dog Officer	292		<b>John</b>
	Field Driver	299		<b>John</b>
	Blanchard School	300		
	<b>Education</b>	Minuteman Vocational HS	310	
	ABRS Assessment	320		<b>Amy</b>
<b>Dept. Public Works</b>	Public Works	422		<b>Ted</b>
	Snow & Ice	423		<b>Ted</b>
	Street Lighting	424		<b>Ted</b>
	Hager Well Maintenance	425		<b>Ted</b>
	Fuel	429		<b>Ted</b>
	Hazardous Waste Coll	431		<b>Ted</b>
	Cemetery	491		<b>Ted</b>
<b>Health Services</b>	Board of Health	511		<b>Steve</b>
	Environmental Services	519		<b>Steve</b>
	Family Services	521		<b>Steve</b>
	Nursing Services	522		<b>Steve</b>
	Mental Health Services	523		<b>Steve</b>
	Council on Aging	541		<b>Steve</b>
	Veterans	543		<b>Steve</b>
	Inspect of Animals	599		<b>Steve</b>
	Animal Control Officer	600		<b>Steve</b>
Landfill Monitoring	510		<b>Steve</b>	
<b>Culture &amp; Recreation</b>	Library	610		<b>Amy</b>

**Town of Boxborough**



**Finance Committee**

	Recreation Comm	630		<b>Amy</b>
	Historical Comm	691		<b>Amy</b>
	Public Celebration	692		<b>Amy</b>
	Steele Farm	693		<b>Amy</b>
	A/B Cultural Council	699		<b>Amy</b>
<b>Town Government</b>	Moderator	114		<b>Neal</b>
	Town Hall	192		<b>Neal</b>
	Town Constable	119		<b>Neal</b>
	Selectman	122		<b>Neal</b>
	Town Administrator	123		<b>Neal</b>
	Finance Committee	131		<b>(Neal)</b>
	Accountant	135		<b>Neal</b>
	Assessor	141		<b>Neal</b>
	Treasurer	145		<b>Neal</b>
	Tax Collector	146		<b>Neal</b>
	Legal	151		<b>Neal</b>
	Personnel Board	152		<b>Amy</b>
	Town Clerk	161		<b>Neal</b>
	Elect & Regist	162		<b>Neal</b>
<b>Debt / Insurance</b>	Debt & Interest	710 & 751		<b>Neal</b>
	Insurance	912/915/945		<b>Neal</b>
	Retirement	830		<b>Neal</b>
<b>Land Use Boards</b>	Conservation Comm	171		<b>John</b>
	Planning Board	175		<b>John</b>
	Zoning Board	176		<b>John</b>
	Housing Board	177		<b>John</b>
	Agricultural Comm	179		<b>John</b>
<b>Other</b>	Energy Committee	199		<b>Eve</b>
	Technology	156		<b>Eve</b>
	Reserve Fund	132		<b>Eve</b>
	Civil Defense			<b>Eve</b>
	Boxborough Leadership Forum			<b>Dilip</b>
	Capital Plan			<b>Ted</b>
	Town Report			<b>Dilip/Neal/John</b>