

Town of Boxborough



Finance Committee

FinCom Meeting Minutes for: Monday June 6th 2016
Venue: Hilberg Room, Boxborough Town Hall.

Attendees:

FinCom

1. Dilip Subramanyam
2. John Rosamond
3. Gary Kushner
4. Amy Burke
5. Neal Hesler
6. Thomas Begin

Absent. Steve Ballard, Ted Kail

Public Attendance: None

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

Dilip opened the meeting by introducing Thomas Begin and welcoming him as a new member of the Finance Committee. Thom briefly described his current role in the Town of Framingham; Dilip noted that given Thom's experience, it seemed sensible to have him cover Neal's liaison responsibilities after June 30th.

Post- ATM Update: Dilip summarized an informal meeting that he, Ted and Amy had held with two of the Selectmen to try to establish a way to progress the Public Safety facility following the defeat of Article 36 at ATM. There had been agreement that establishing a committee co-chaired by the BoS and FinCom would be an appropriate way forward, and Dilip noted there had been some initial discussion of the composition of that committee, but that it would be a topic for discussion at the joint meeting of BoS and FinCom on 6/13. John and Gary expressed the view that the discussion should include the DPW facilities as part of a wider Town Infrastructure project.

The committee also agreed the time and location for the year end celebration.

Reserve Fund Transfer: The committee considered an RFT from the Recreation Com. for \$5000 for panels and mulch for the play area at Flerra Meadows. Amy questioned whether this had actually already been approved as part of the Reserve Fund replenishment at the February STM; it was determined that no RFT had been approved for the Recreation Com., and it was likely that the expectation of this expenditure had been used to support the case for increasing the Reserve Fund. However, FinCom was unable to rationalize the proposed expenditure on the basis of the information provided in the RFT, and asked Selina Shaw to get clarification before further consideration.

Town of Boxborough



Finance Committee

Approval of Minutes: Motion to approve the minutes of the meeting of April 25th – moved by Amy, seconded by Gary – approved with one abstention (5-0-1). Motion to approve the minutes of the meeting of 9th May – moved by Amy, seconded by Gary – was approved with one abstention (5-0-1).

Next Meeting: The next FinCom meeting will be on Monday June 13th 2016 at 7.30pm in the Town Hall (joint meeting with the Board of Selectmen).

Motion to adjourn at 8.53pm – moved by Amy, seconded by Gary - approved unanimously.

Respectfully submitted,
John Rosamond
FinCom Secretary
June 8th 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	\$10,596	\$137,904	Further work to repair timber frames
192- Town Hall- Building Grounds and Maintenance-	11/30/15	\$5,750	\$132,154	Replacement of one furnace in Town Hall
192 – Town Hall – Capital Outlay	1/4/16	\$39,000	\$93,154	Replacement of lift in Town Hall
505 – Animal Inspector Travel	1/4/16	\$150	\$93,004	Reimbursement for travel based on documentation
122- Board of Selectmen Consulting	1/11/16	\$560	\$92,444	Consultant for space analysis

Town of Boxborough



Finance Committee

141 – Assessor	2/22/16	\$2,000	\$90,444	MapGIS update
691- Historic Commission Museum	2/22/16	\$2,903	\$87,541	Plumbing repairs at Museum
292-ACO (Cats & Dogs)	2/22/16	\$2,000	\$85,541	Accurate recording of travel
122-Board of Selectmen Dues	2/22/16	\$495	\$85,046	Dues.
STM Article 1	2/24/16	(\$50,000)	\$135,046	Transfer to RF from FC
131 – Finance committee – salary clerical	3/21/16	\$300	\$134, 746	Intern support for data analysis
424 – Street Lighting	4/25/16	\$1,500	\$133,246	Increased cost after electricity rate increase

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

Town of Boxborough



Finance Committee

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	\$216	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

Town of Boxborough



Finance Committee

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
156 – Technology Other	\$123,312	2/29/16	Neal	Ted	6-0
192 – Town Hall Salary	\$174,444	2/29/16	Neal	Ted	6-0
192 – Town Hall Other	\$45,160	2/29/16	Neal	Ted	6-0
210 – Police Salary	\$1,063,333	2/29/16	Neal	Ted	6-0
210 – Police Other	\$144,740	2/29/16	Neal	Ted	6-0
215 – Dispatch Salary	\$285,936	2/29/16	Neal	Ted	6-0
215 – Dispatch Other	\$36,395	2/29/16	Neal	Ted	6-0
220 – Fire Salary	\$819,259	2/29/16	Neal	Ted	6-0
220 – Fire Other	\$109,480	2/29/16	Neal	Ted	6-0
292 – ACO Dogs & Cats Salary	\$14,158	2/29/16	Neal	Ted	6-0
292 – ACO Dogs & Cats Other	\$4,850	2/29/16	Neal	Ted	6-0
320 – ABRSD Other	\$11,503,148	2/29/16	Neal	Ted	6-0
610 – Library Salary	\$243,191	2/29/16	Neal	Ted	6-0
610 – Library Other	\$134,700	2/29/16	Neal	Ted	6-0
630 – Rec. Comm. Salary	\$25,481	2/29/16	Neal	Ted	6-0
630 – Rec. Comm. Other	\$10,840	2/29/16	Neal	Ted	6-0
310 – Minuteman Other	\$214,507	2/29/16	Neal	Ted	5-0
511 – BoH Salary	\$500	2/29/16	Neal	Ted	5-0

Town of Boxborough



Finance Committee

511 – BoH Other	\$40,467	2/29/16	Neal	Ted	5-0
830 – County Retirement Assmt. Other	\$671,055	2/29/16	Neal	Ted	5-0
912 – Other Insurance Other	\$72,637	2/29/16	Neal	Ted	5-0
915 – Employee Benefits Other	\$677,800	2/29/16	Neal	Ted	5-0
945 – Liability Insurance Other	\$85,756	2/29/16	Neal	Ted	5-0
123 – Town Administrator Salary	\$113,100	3/21/16	Gary	Steve	6-0
241 – Building Inspector Other	\$11,215	3/21/16	Gary	Steve	6-0
310 – Minuteman Other	\$197,492	3/21/16	Gary	Steve	6-0
422 – Public Works Salary	\$537,008	3/28/16	Amy	Ted	5-0
511- Board of Health Salary	\$501	3/28/16	Amy	Ted	5-0
141- Assessor Other	\$14,990	3/28/16	Amy	Ted	5-0

Warrant Article Voting

Article #	Dept.	Description	Amount	Prop	Sec.	Vote	Date
STM 1	177	Regional Housing Svc (Yr.3)	5,465	Neal	Gary	5-0	3/7/16
ATM 1		Town Officers		Neal	Gary	5-0	3/7/16
ATM 2		Receive reports		Neal	Gary	5-0	3/7/16
ATM 3		Salaries and Cop. for elected officials		Neal	Gary	5-0	3/7/16
ATM 4		Amend FY17 Personnel Plan				Tabled	3/7/16
ATM 5		Budget				Tabled	3/7/16
ATM 6	310	Minuteman Debt Authorization		Gary	Neal	0-5	3/7/16
ATM 7	(CPA)	Admin. Expenses and Reserves	~ 180,000	Neal	Gary	5-0	3/7/16
ATM 8A	630	Liberty Fields design	5,500	Neal	Gary	5-0	3/7/16
ATM 8B	630	Skate Park	40,000	Neal	Amy	0-5	3/7/16
ATM 9A	177	Reg. Housing Svc. (Yr.4)	6,000	Neal	Gary	5-0	3/7/16
ATM 9B	177	Rental Voucher Program	26,280	Neal	Gary	5-0	3/7/16

Town of Boxborough



Finance Committee

ATM 10A	161	Historical Records Conservation	11,000	Neal	Gary	5-0	3/7/16
ATM 10B	192	Grange Hall Renovation	106,775	Neal	Gary	5-0	3/7/16
ATM 10C	192	Town Hall steps	35,000	Neal	Gary	3-2	3/7/16
ATM 11	100	Transfer to Stabilization Fund	100,000	Neal	Gary	0-5	3/7/16
ATM 12	950	Transfer to OPEB Trust Fund	62,500	Neal	Gary	5-0	3/7/16
ATM 13	171	Transfer to Conservation Fund	5,000	Neal	Gary	0-5	3/7/16
ATM 14	122	Fraud Risk Assessment	10,000	Neal	Gary	5-0	3/7/16
ATM 15	122	Soil Testing 405 Middle Road	3,000	Neal	Gary	5-0	3/7/16
ATM 16		Cost of Borrowing	50,000	Neal	Ted	6-0	3/14/16
ATM 17		HVAC Units	20,000	Neal	Ted	6-0	3/14/16
ATM 18		Repairs to TH & Museum	10,000	Neal	Ted	6-0	3/14/16
ATM 19		Stone Wall at Cemetery	15,000	Neal	Ted	2-4	3/14/16
ATM 20		Library AV system	9,995	Neal	Ted	6-0	3/14/16
ATM 21		Museum basement improvement	12,000	Neal	Ted	6-0	3/14/16
ATM 22		Close completed articles	26,471	Neal	Ted	6-0	3/14/16
ATM 23		Revolving funds		Neal	Ted	6-0	3/14/16
ATM 24		Cable Funds		Neal	Ted	6-0	3/14/16
ATM 25		Cable Infrastructure	TBD			Tabled	3/14/16
ATM 26		Ch.90 reimbursement		Neal	Ted	6-0	3/14/16
ATM 27		Comm. Svc. coordinator	Withdrawn				3/14/16
ATM 28		IT Hardware upgrades	72,500	Neal	Ted	0-6	3/14/16
ATM 29		TH Walkway	35,745	Neal	Ted	0-6	3/14/16
ATM 30		Access Control system	45,000	Neal	Ted	0-6	3/14/16
ATM 31		Police building	170,500			Tabled	3/14/16
ATM 32		Police Equipment	101,300			Tabled	3/14/16
ATM 33		Fire Pick-up truck	50,000	Neal	Ted	6-0	3/14/16
ATM 34		ACO Pick-up truck	40,000	Neal	Ted	0-6	3/14/16
ATM 35		DPW Paving	400,000			Tabled	3/14/16
ATM 36		DPW Loader	200,000	Neal	Ted	6-0	3/14/16
ATM 37		DPW Pick-up truck	40,000	Neal	Ted	5-1	3/14/16
ATM 38		DPW Radios	95,000			Tabled	3/14/16
ATM 39		Hager Well	50,000			Tabled	3/14/16
ATM 40		Public Safety Building	80,000	Neal	Ted	0-6	3/14/16
ATM 41		Amend zoning map		Neal	Ted	5-0	3/14/16
ATM 42		Design Review Board		Neal	Ted	5-0	3/14/16
ATM 43		Amend section 5002 & 5003		Neal	Ted	5-0	3/14/16
ATM 44		Amend section 9004		Neal	Ted	5-0	3/14/16
ATM 45		Amend section 2181		Neal	Ted	5-0	3/14/16
ATM 46		Amend section 2130 and others		Neal	Ted	6-0	3/14/16
ATM 47		Amend W district		Neal	Ted	6-0	3/14/16
ATM 48		ATM timing		Neal	Ted	6-0	3/14/16
ATM 49		Stone walls		Neal	Ted	4-2	3/14/16
ATM 50		Reconsideration		Neal	Ted	1-5	3/14/16
ATM 51		Vote counts		Neal	Ted	6-0	3/14/16
ATM 52		Greener Boxborough		Neal	Ted	0-6	3/14/16
ATM 53		Hill Road easement		Neal	Ted	0-6	3/14/16
ATM 54		Cunningham Road				Tabled	3/14/16
ATM 55		Office Hours		Neal	Ted	6-0	3/14/16
		Revised Article Numbering					

Town of Boxborough



Finance Committee

ATM 4		Personnel Plan		Gary	Steve	6-0	3/21/16
ATM 5		Budget				Tabled	3/21/16
ATM 21		Cable Infrastructure		Gary	Steve	6-0	3/21/16
ATM 22		Hill Road Easement	\$5,000	Gary	Steve	6-0	3/21/16
ATM 24		CSC Benefits	\$6,300	Gary	Steve	6-0	3/21/16
ATM 25		IT Hardware				Tabled	3/21/16
ATM 28		Police Building and Maintenance	\$62,000	Gary	Steve	6-0	3/21/16
ATM 29		Police equipment	\$92,300	Gary	Steve	6-0	3/21/16
ATM 32		DPW Road Paving	\$300,000	Gary	Steve	6-0	3/21/16
ATM 35		DPW Radios				Tabled	3/21/16
ATM 36		Hager Well	\$50,000	Gary	Steve	6-0	3/21/16
ATM 51		Cunningham Road		Gary	Steve	6-0	3/21/16
ATM 16		Library AV system	\$10,500	Amy	Ted	5-0	3/28/16
ATM 6		CPC Reserves for buckets	\$23,000	Amy	Ted	5-0	3/28/16
ATM 6		CPC Budgeted reserve	\$156,000	Amy	Ted	5-0	3/28/16
ATM 17		Museum Basement	\$5,100	Amy	Ted	5-0	3/28/16
ATM 21		Cable infrastructure	\$117,500	Amy	Ted	5-0	3/28/16
ATM 26		TH Front Walkway	\$36,000	Amy	Ted	0-5	3/28/16
ATM 28		Police Building and Grounds	\$82,000	Amy	Ted	5-0	3/28/16
ATM 29		Police equipment	\$93,600	Amy	Ted	0-5	3/28/16
ATM 30		Fire pick-up truck	\$44,500	Amy	Ted	5-0	3/28/16
ATM 35		DPW Radios	\$95,000	Amy	Ted	1-4	3/28/16
ATM 37		Public safety building	\$41,000	Amy	Ted	2-3	3/28/16
ATM 47		Reconsideration		Amy	Ted	1-4	3/28/16
ATM 5		Budget	\$19,640, 761	Amy	Ted	5-0	3/28/16
ATM28		Police equipment	\$99,100	Gary	Steve	3-3	4/4/16
ATM24		IT Hardware	\$67,000	Gary	Steve	6-0	4/4/16
ATM18		Close completed articles	\$28,215.41	Gary	Steve	6-0	4/4/16
ATM34		DPW radios	\$95,000	Gary	Steve	4-2	4/4/16

Department Liaisons:

Department		Account		<u>FY17 Liaison</u>
Protection	Police	210		Dilip

Town of Boxborough



Finance Committee

Education	Fire	220		Gary
	Dispatch	221		Dilip
	Inspectors	241		Ted
	Emergency Mgt	291		Gary
	Dog Officer	292		John
	Field Driver	299		John
	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
	Selectman	122		Neal
	Town Administrator	123		Neal
	Finance Committee	131		(Neal)
	Accountant	135		Neal
	Assessor	141		Neal
	Treasurer	145		Neal
Tax Collector	146		Neal	

Town of Boxborough



Finance Committee

	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