

Town of Boxborough



Finance Committee

FinCom Meeting Minutes for: Tuesday, July 12, 2016, 7:00 PM.
Venue: Morse-Hilberg Room, Boxborough Town Hall.

Attendees:

FinCom:

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

Absent. None.

Public Attendance: None.

The meeting was called to order by Ted at 7:03 pm.

Approval of Minutes: Motion to approve the minutes of the meeting of June 27th – moved by Gary, seconded by Amy– approved with one abstention (6-0-1).

Interdepartmental Transfers and Reserve Fund Transfers: The Committee considered three Interdepartmental Transfers (under MGL c44, Section 33B), and six Reserve Fund Transfers, all of which are summarized in the two tables appended immediately below, and additionally in the more complete tables following the minutes.

Interdepartmental Transfers (MGL c.44 Section 33B)

Budget Line Items (From & To)	Date of Request	Amount Transferred	Reason
146 – Collector Salary to 210 – Police Salary	6/22/16	\$1,958.08	Police Travel
423 - DPW Snow & Ice Overtime to 423 -DPW Snow &Ice Maint Supply	6/22/16	\$5,000.00	DPW Snow & Ice Maintenance Supply
422 - DPW Salary to 422 - DPW Vehicle Maint Service	6/30/16	\$591.52	DPW Vehicle Maintenance Service

For each of the three above interdepartmental transfer requests, Dilip moved for approval, Gary seconded, and each request was approved unanimously, 7-0. There was some discussion about the

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fact, however, that the request for transfer from DPW Salary to DPW Vehicle Maintenance Service appeared not to provide the actual invoices which would directly support the need for the request; indeed, a few of the invoices were from as early as the fall of 2015.

Reserve Fund Transfers:

RFT Items Considered 7/12/16	Date of Request	Cost/Approved?	Left in Reserve	Reason
-	-	-	\$41,851.00	-
423 – DPW Snow & Ice	6/22/16	\$3,245.00/Yes	\$38,606.00	Snow & Ice Maint. Supply
122 – Selectmen Other	6/30/16	\$400.25/Yes	\$38,205.75	Selectmen Consulting
199 – Energy Committee	6/22/16	\$164.92/Yes	\$38,040.83	Energy Com.Other Supplies
291 – Animal Control Travel	6/30/06	\$18.22/Yes	\$38,022.61	Animal Control Travel
915 – Employee Benefits-Medicare	6/30/16	\$236.08/Yes	\$37,786.53	Empl. Benefits – Medicare
210 – Police Salary	7/6/16	\$28,535.79/No (By 1-6 Vote)	\$37,786.53	Police Salary-Overtime

The Committee discussed and voted on each of the above six Reserve Fund Transfer requests with Dilip moving, and Gary seconding, a motion to approve each in turn. All but the last of the reserve fund requests – the one for Police Salary-Overtime - were approved. First, the reserve fund transfers for DPW Snow & Ice Maintenance Supply, and for Selectmen Consulting were each approved unanimously, 7-0.

The reserve fund transfer request for the Energy Committee - Other Supplies was then approved 6-1. Despite the small amount of this request – for \$164.92 - John stated that this was a perfect example of how the town should *not* use Reserve Fund Transfer Requests. As he noted, and others agreed, this appears to be a case of spending money first and then asking for reimbursement for expenses already paid, instead of using the normal budget process. There was general agreement with John’s statement that reserve fund requests should be worded for unpaid or future expenses, and not simply used as a mechanism for reimbursement.

Then the next two transfer requests for Animal Control Travel and for Employee Benefits-Medicare were approved unanimously, 7-0.

Police Overtime:

Finally, the Committee considered the request for a reserve fund transfer of \$28,535.79, for Police Salary Overtime. After extensive discussion, the Committee voted to deny the request at this time, by a vote of 1-6. The discussion centered around a widely shared frustration with the seemingly regular occurrence, year after year, of police overtime overruns at the end of each fiscal year. A reserve fund transfer of \$47,395 for Police Salary-Overtime was already approved on June 13, 2016, and the instant request is for yet another \$28,535.79. That is a total of \$75,930.79 for police salary overtime

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expenses, leaving a true \$40,930.79 overtime budget overrun, after deducting the \$35,000.00 the town received in disability insurance reimbursements (at \$1,000/week for 35 weeks) for an officer. This nearly \$41K overrun is very similar in amount to the police overtime budget overrun we had to approve at the end of the previous fiscal year. Several members of the committee felt we should no longer give our approval to such overtime expenses when they are requested to be paid at the end of the fiscal year through reserve fund transfers, as these expenses are neither extraordinary nor unforeseen. There was consensus that the Committee should talk to the Board of Selectmen about this issue and put it on the agenda for our next joint meeting with them.

After the Committee voted to deny the reserve fund transfer request for police overtime, Ted called Town Administrator Selina Shaw to inquire what would now happen, what the Board of Selectmen might do, and how the overtime expense might actually be covered after we denied the request. Selina indicated she was not certain.

The Committee then decided to plan on posting a notice for a further FinCom meeting on this Friday, July 15, 2016, just in case it proves to be necessary, as that date will be the deadline (15 days after the end of the fiscal year) for approving this reserve fund transfer, in the event the Committee decides it needs to reconsider tonight's vote against it. Ted will follow up with Selina and communicate with the rest of the Committee after posting a meeting for Friday.

Next Meetings. Besides the possible meeting on this coming Friday, July 15, 2016, as noted immediately above, the Committee discussed generally the times and dates for future meetings later this summer and in the fall, and decided that we should return to a start time of 7:30 PM on Mondays rather than 7:00 PM, and that the next FinCom meeting will be at a date to be determined.

Animal Control Officer: Amy reported her discovery that our town Animal Control Officer – now working full-time for Boxborough, Littleton and Stow - is also working in Lancaster as animal control officer. She alerted Susan Bak on the Board of Selectmen, who has referred the issue to Rick Barrett as BoS liaison to the Police Department. Members of the Committee expressed concern about the fact that the recent Town Meeting approved purchase of a new vehicle for the Animal Control Officer's use for her duties in Boxborough, Littleton and Stow, and now we are not sure if and how she may be using that car for her other job in Lancaster. Many questioned why the town was not informed of our Animal Control Officer's other job before the town meeting vote, and wondered how that job in Lancaster will and should relate to her employment with our town, and how it will and should relate to our inter-municipal agreements with Littleton and Stow with respect to that employment.

Motion to adjourn at 8.33pm – moved by Amy, seconded by John - approved unanimously.

Respectfully submitted,
Steve Ballard, FinCom Secretary
July 13th 2016

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NOTE: The RFT table below includes transfers that were voted by BoS and FinCom at their joint meeting on June 13th and transfers that were voted by BoS on July 11th and by FinCom on July 12th. These will be formally recorded in the minutes of those meetings.

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
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
210 - Police	6/13/16	\$47,395	\$85,851	Overtime
630 – Rec Com	6/13/16	\$5,000	\$80,851	Equipment repair and remulching

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915 – Employee Benefits	6/13/16	\$39,000.00	\$41,851.00	Insurance and Medicare
423 – DPW Snow & Ice	7/12/16	\$3,245.00	\$38,606.00	Snow & Ice Maint. Supply
122 – Selectmen Other	7/12/16	\$400.25	\$38,205.75	Selectmen Consulting
199 – Energy Committee	7/12/16	\$164.92	\$38,040.83	Energy Com.Other Supplies
291 – Animal Control Travel	7/12/16	\$18.22	\$38,022.61	Animal Control Travel
915 – Employee Benefits-Medicare	7/12/16	\$236.08	\$37,786.53	Empl. Benefits – Medicare

Interdepartmental Transfers (MGL c.44 Section 33B)

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422 - DPW Salary to 422 - DPW Vehicle Maint Service	7/12/16	\$591.52	--	DPW Vehicle Maintenance Service

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

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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

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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

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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

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	

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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
	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

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Boxborough Leadership Forum			Dilip
Capital Plan			Ted
Town Report			Dilip/Neal/John