

## Town of Boxborough



### Finance Committee

FinCom Meeting Minutes for: Tuesday, July 15, 2016, 7:15 AM.  
Venue: Morse-Hilberg Room, Boxborough Town Hall.

#### **Attendees:**

#### **FinCom:**

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

**Absent:** None.

**Public Attendance:** Les Fox, Board of Selectman

The meeting was called to order by Ted at 7:18 am.

#### **Police Overtime Reserve Fund Transfer:**

Members of the FinCom were reluctant to approve the RFT and explained that this was not about punishing the town and asked what the consequences might be. Les explained the concern that if we go out to bond, this action of ours could adversely impact the town: it would affect the rating process, although how and when, is not clear. The issue is one of budget management by a department head. For the past few years, there has been a RFT request consistently of this order of magnitude. Although this year, the budget overrun was exacerbated by the issue of retirement by an injured officer, there is a question as to whether a two-person shift is needed as it leads to increases in overtime.

To the last point, on the two-officer policy, Les said that Warren really wants this and that Les also believes it is a good policy, although Les admits there has really never been an adequate budget to support that. Les explained that it used to be, in years past, that officers wanted to work more, but the younger officers don't always want to do extra overtime. Members of the committee responded that we understand there is a new, and somewhat different, attitude toward work/family balance among younger officers, and that the chief also has a sometimes tough job, given struggles with the union, but as he's the manager of the police force, we think that to do the same thing year in year and year out is not the answer.

Town of Boxborough



Finance Committee

The focus of the discussion then moved to ideas about how the FinCom and BoS can work together to manage this overtime issue. Special town meetings were mentioned as a possible means of getting control of the issue, but both Les and members of the committee expressed a preference for working with the police department to manage this problem before taking the issue to the town.

John made the point that, although most of the excess RFTs are police department items, he sees that there is a broader problem involving other departments as well, and that we need to change the prevailing attitude of “let’s spend and get reimbursement” and to get all departments to stop treating the FinCom as a “rubber stamp.”

Amy suggested that the Massachusetts Municipal Association training would be a good idea, and Les then discussed how the Bartholomew Company has been used already to do training for all the town trusts, and that they could perhaps be used to do more outside coaching in this area.

The committee discussed generally how the BoS and FinCom and the police department might all work together to solve the problem we have faced, and Ted brought the discussion to a conclusion by noting we should for now really implement a program of monthly tracking. The committee agreed that with Rick as the BoS liaison to the PD, Vince as the FinCom liaison, and Dilip as the past liaison to PD, perhaps these individuals in particular will help us all get a process in place for monthly check-ins.

Amy then made the point that having everything in writing is important, as we have been through this before and nothing really happened. In general, at the end of each fiscal year, we have faced a lot of last-minute financial housekeeping. This year, for instance, we got numerous RFTs without any real explanations, and everything seemed to be piecemeal and haphazard, even more so than in recent years. Dilip added that everyone assumes Selina will fix everything, but she can’t be expected to do it all, so other committees and department heads need to do their part.

Reserve Fund Transfer:

| RFT Item Re-Considered 7/15/16 | Date of Request | Cost/Approved?                  | Left in Reserve | Reason                 |
|--------------------------------|-----------------|---------------------------------|-----------------|------------------------|
| -                              | -               | -                               | \$37,786.53     | -                      |
| 210 – Police Salary            | 7/6/16          | \$28,535.79/Yes<br>(By 6-1Vote) | \$9,250.74      | Police Salary-Overtime |

**Animal Control Officer - Employment in Other Towns:** Committee members discussed the fact that members have recently discovered that our animal control officer is working in both Lancaster and Bolton, in addition to the three towns of Boxborough, Stow and Littleton, as already known and contemplated by our recent town meeting vote to purchase a new vehicle for her use for her full-time job working in those three towns, and based in Boxborough. Les informed that these two other town jobs are “on her private time” and that during the day she should not be at those other two towns.

**Town of Boxborough**



**Finance Committee**

Dilip stated his view that everything needs to come through Boxborough, including what she does in Lancaster and Bolton. Les stated that others such as firefighters have part-time jobs such as these, to which Amy and Dilip countered that the firefighters have union rules, and they also have regular shifts, and are not expected to be on call 24/7.

Les stated that the new vehicle the town voted to buy for her is not to be used in other towns, and explained that our animal control officer is being treated like police department or fire employees who are being paid regular wages. Dilip argued we all should have known about these other jobs before the town meeting vote on the new vehicle. Amy pointed out that the mileage reimbursement for other towns is for wear and tear and gas, and the way the proposal was presented at town meeting was that the mileage reimbursement would cover what the car payment/lease would be. Les stated he believed that would in fact be true. Amy then inquired whether, if our animal control officer gets a call in Lancaster, she is going to leave her Boxborough truck here, then go home to get her other car, and then head to Lancaster? Les answered that he assumed that she would do exactly that. Les further explained his thought process in not wanting our animal control officer to go “completely private for all five towns” and instead agreeing to her “part-time” work in the other towns. A few of our members expressed the view that we want to be careful, however, not to send the general message to other town employees that it is okay to be working simultaneously in multiple towns.

Dilip moved to adjourn, seconded by John, approved unanimously. Meeting adjourned at 8:05 AM.

Respectfully submitted,  
Steve Ballard, FinCom Secretary  
August 23<sup>rd</sup> 2016

*NOTE: The RFT table below includes transfers that were voted by BoS and FinCom at their joint meeting on June 13<sup>th</sup>, and transfers that were voted by BoS on July 11th and then by FinCom on July 12<sup>th</sup> and July 15th. These will be formally recorded in the minutes of those meetings.*

**Reserve Fund Transfers:**

| <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     | \$10,596    | \$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           |

**Town of Boxborough**



**Finance Committee**

|   |         |             |             |   |
|---|---------|-------------|-------------|---|
| 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                 |
| 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                       |
| 210 – Police Salary                       | 7/15/16 | \$28,535.79 | \$9,250.74  | Police Salary-Overtime                          |

**Interdepartmental Transfers (MGL c.44 Section 33B)**

|   |         |            |    |                                   |
|---|---------|------------|----|-----------------------------------|
| 146 – Collector Salary to<br>210 – Police Salary                    | 7/12/16 | \$1,958.08 | -- | Police Travel                     |
| 423 - DPW Snow & Ice Overtime to<br>423 -DPW Snow &Ice Maint Supply | 7/12/16 | \$5,000.00 | -- | DPW Snow & Ice Maintenance Supply |
| 422 - DPW Salary to<br>422 - DPW Vehicle Maint Service              | 7/12/16 | \$591.52   | -- | DPW Vehicle Maintenance Service   |

**Budget Line Votes:**

Town of Boxborough



Finance Committee

| 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  |
| 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              | \$72,211  | 1/11/16 | Neal     | Ted      | 4-0  |

Town of Boxborough



Finance Committee

|   |           |         |      |       |       |
|---|-----------|---------|------|-------|-------|
| Salary                                    |           |         |      |       |       |
| 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   |
| 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   |

Town of Boxborough



Finance Committee

|                                      |              |         |      |       |     |
|--------------------------------------|--------------|---------|------|-------|-----|
| 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 |
| 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 |
|                                      |              |         |      |       |     |

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>         |
|                                 | <b>Education</b>        | Blanchard School | 300 |                     |
|                                 | Minuteman Vocational HS | 310              |     | <b>Gary</b>         |
|                                 | 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>          |
|                                 | 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 of Boxborough**



**Finance Committee**

|                         |                             |             |  |                        |
|-------------------------|-----------------------------|-------------|--|------------------------|
|                         | 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> |