

Town of Boxborough



Finance Committee

FinCom Meeting Minutes for: Monday, September 19, 2016, 7:30 PM.
Venue: Morse-Hilberg Room, Boxborough Town Hall.

Attendees:

FinCom:

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

Absent: Steve Ballard

Public Attendance: Jennifer Barrett

The meeting was called to order by Ted at 7:35 PM.

Minutes

Moved July 12, 2016 by Dilip S. and Seconded by John R., no discussion, approved unanimously
Moved July 15, 2016 by Dilip S. with one change by Dilip and seconded by John R., approved unanimously.
Moved August 23, 2016 by Dilip S. and seconded by John R., approved with abstentions by Thom B. and Amy (not present for that meeting).

Discussed the day of the week and time for the FinCom meetings. FinCom will stay with Mondays at 7:30. The BoS meet on Monday's and it saves time when joint discussions are needed or access to Selina. The FinCom will plan to meet every other week through October and then plan for weekly, but we will cancel a meeting if not needed.

STM:

Scheduled for December 12 for land purchase and potentially budget updates; past due bills from 2014 (~\$5000 and \$200) from two companies who had not submitted bills. Jennifer knows of a potential budget that is overrun as of August. The land purchase is at 311 Whitcomb to connect to 50 acres in Harvard.

Reviewed budget and warrant article calendar as provided by Jennifer. Capital plan date of October 14 requests. CPC dates are documented in the calendar. Budget books to be distributed on December 19. Saturday January 21 for the School budget Saturday. February 8 for final article

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details. Final article language due on March 8. BoS closes warrant on March 14 and joint meeting with BoS on March 20. FinCom to meet with February 6. Ted is expecting the last week in March. No meeting on the 31st of October.

BBC/space committee:

Boxborough Building Committee was approved with Ted and Dilip as FinCom reps for BBC. Vince will be the BoS chair. The charter was approved as updated by FinCom. At-large members are appointed by the BoS, but do not vote. There are 7 voting members, ConsCom, council on aging and building committee (Frank Porter, David Follete, and Abby Reap. John Marciewicz as alternate to building committee. Appointments were through June 30, 2017. To prepare and present to the ATM.

RFT:

Steve sent out a revision of the RFT (draft). The document is a draft that talks about the process. There are indications that we have not been following the process. Gary recommended that once the RFT document is approved by the FinCom then we pass to Jennifer and to Selina. Then meet with BoS to review. Gary recommended that the FinCom add to the ATM presentation and included in the FinCom report in the warrant. Ted to send the updated draft to Jennifer once we have word-smithed.

Police Overtime:

Ted met with Warrant to discuss an officer for out of work (not sure of reasons). The officer was being paid by vacation and sick time. Shifts to be covered by overtime and currently in budget. Discussed the issue and coverage and potentially hiring a special. Warren is having an issue with filling over time as the officers do not want to work overtime. Discussion about hiring additional full time help for our Town. The BoS (Les) do owe the FinCom an answer to the discussions held with Less in July. A temporary full time employee was hired by Warren as a special. Will have discussion with Warren and BoS liaison.

Building Inspector:

Jerry would like to hire a temporary assistant for 30 weeks at \$50 per hour for 8 hours per week. There is \$7500 in the consultancy budget. Might need up to \$8000 in additional funds. Gary proposed that we go to STM for the funds. Paddock Estates is requiring many inspections for the same reason.

Cisco:

Cisco is designated a manufacturing site and cannot bill for tax purposes. We will not get all the taxes we were hoping (\$500,000). New growth at ~\$14.794M.

Free Cash estimated at \$1.7M; Stabilization at \$1.289M

Potential land on Liberty Road for RecCom for CPC; documentation; north cemetery; town hall landscaping

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Liaisons:

Amy to stay with RecCom, ABRS and library; add BLF; Steele farm; public celebration; A/B cultural council; historical comm; personnel board

Remove Eve and Neal and remove BiTcom

Steve stays as is plus field driver

Ted – police, dispatch, dog officer, capital plan

John – DPW; energy; ConsCom; inspectors, land use; planning

Gary – vocational for scheduling, transportation; fire; emergency reserve corp.

Thom – town hall BoS, admin, legal, insurance government with help if needed by Dilip, except for personnel board.

Dilip – debt & interest, retirement, town report; moderator, treasurer, assessor, elections; FinCom; reserve fund; town clerk; accountant;

Town report – Amy, Dilip, Ted

Annual meeting for town FinCom on October 15, but no one from FinCom will attend.

FY2016 no deficits; some funds were over drawn, but ok per legal. Revolving fund did not spend over their council of Aging funds, but over their approved \$15,000 cap. Reauthorization will look different at ATM.

Amy asked about new law in the works and how FinCom and Town employees will be trained.

Another new law for procurement is in development. Selina is our procurement officer and if she leaves then the Town cannot purchase. New law which adds a new range where under \$10,000, new \$10,000-\$50,000 with greater than \$50,000 requiring formal purchasing. Procurement training program is 1 yearlong with 3 courses, but no budgets. Maybe Vicki?

The slide at Flerra meadows is broken and needs to be replaced. The RecCom is putting together a solution. Wood chips were laid down and believe the climbing wall was fixed.

Electric for RecCom is potentially over running its budget of \$1100 with expenses of \$800 to date. This is due to the sprinklers were running all summer. Should shut off the sprinklers due to budget and the drought.

New firefighter was hired to replace a firefighter who resigned. Will require training and not in the budget (~\$13,000).

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Jennifer is now a certified municipal accountant as of March 2016. The other certified members in town do receive a stipend (\$1000) per year. Shout out to Jennifer for receiving a 98 and was tops for the year.

The next meeting is October 3

Dilip moved, and John seconded, a motion to adjourn, which was approved unanimously. Meeting adjourned..

Respectfully submitted,
Gary Kushner, FinCom Secretary
September 19th, 2016

NOTE: The RFT table below includes the reserve fund transfer that was voted by BoS on August 8, 2016 and FinCom on August 23, 2016. This will be formally recorded in the minutes of those meetings.

Reserve Fund Transfers:

Item	Date	Cost	Left in Reserve	Reason
Initial reserve	7/01/16		\$185,000.00	Initial amount from article 5
192- Town Hall- Capital Outlay	8/8/16	\$14,000	\$171,000.00	Town Hall, Front Exterior Stairs