

Town of Boxborough



Finance Committee

FinCom Meeting Minutes for: March 13, 2013
Venue: Town Hall – Grange Room

Attendees:

FinCom

1. Susan Bak
2. Jeff Scott
3. Neal Hesler
4. Jim Ham
5. Karim Raad

Missing: Dilip Subramanyam

Public Participation: Steve Ballard

The meeting was called to order at 7:25 PM by Karim Raad, Chair. Minutes from the meeting of March 5, 2013 were moved by Jim Ham and seconded by Jeff Scott – approved unanimously.

Karim updated everyone about BLF. Namely that there was an extensive discussion about the salary increases voted by the BoS for Department Heads. The BoS indicated that the proposed salary increase for the Chief of Police placed him at the bottom of the middle third of the salary range recommended in the Department Head Compensation survey of 2012. FinCom discussed giving all Department Heads a 2% salary increase which is in keeping with the Personnel Board’s recommendation for Schedule “B” employees.

FinCom then worked on the budget – refer to table below for details on votes.

Meeting was adjourned at 9:15 PM. Moved by Neal, seconded by Jeff - approved unanimously.

Next meeting – Monday March 18, 2013 7:00 PM in town hall. The focus of the agenda will be the Capital Plan and Warrant Articles.

Respectfully submitted by:

Susan Bak

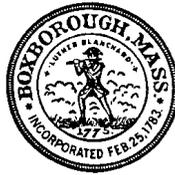
On behalf of FinCom

Reserve Fund Transfers:

Reserve Fund

Item	Date	Cost	Left in Reserve	Reason
Initial reserve	9/10/12		\$185,000.00	Initial amount from article 5
Personnel Board – compensation study	1/26/13	\$9,000.00	176,000.00	Jim moved/Neal seconded – passed unanimously
Expansion of above	1/26/13	\$3,000.00	173,000.00	Jim moved/Sue seconded – did

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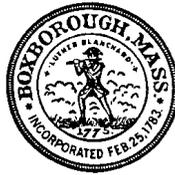
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compensation study to include union positions				not pass (4 Nay, 1 Yes)
DPW – Hazardous waste collection overage	1/26/13	\$4,882.00	168,118.00	Jim moved/Sue seconded – passed unanimously
DPW – Fuel System	2/26/13	\$29,000	139,118.00	Jim moved, Neal seconded – approved unanimously.

FinCom addressed the submitted budgets and voted on the following accounts: (new items are differentiated by the date of the vote)

Line No.	Description	Amount	Date	Mov ed	Seconded	Vote
210	Police Expenses	\$140,799	2/19/13	Jeff	Neal	Passed unanimously
422	Public Works – Expenses	\$227,040	2/19/13	Jim	Neal	Passed unanimously
423	Snow & Ice - salaries	\$51,336	2/19/13	Jim	Neal	Passed unanimously
423	Snow & Ice - Expenses	\$109,550	2/19/13	Jim	Neal	Passed unanimously
424	Street Lighting	\$3,000	2/19/13	Jim	Neal	Passed unanimously
425	Hager Well Maintenance	\$27,120	2/19/13	Jim	Neal	Passed unanimously
429	Fuel Expense	\$101,750	2/19/13	Jim	Neal	Approved with one abstention
422	Public Works - Salary	\$489,140	2/26/13	Jim	Neal	Passed unanimously
421	Hazardous waste collection	\$0	2/26/13	Jim	Neal	Passed unanimously
491	Cemetery - Salary	\$8,733	2/26/13	Jim	Neal	Passed unanimously
491	Cemetery - Other	\$1,000	2/26/13	Jim	Neal	Passed unanimously
710	Maturing Debt - principal	\$745,000	2/26/13	Jim	Neal	Passed unanimously
751	Maturing Debt - interest	\$440,673	2/26/13	Jim	Neal	Passed unanimously
830	County Retirement Assessment	\$592,504	2/26/13	Jim	Neal	Passed unanimously
912	Other benefit insurance	\$68,302	2/26/13	Jim	Neal	Passed unanimously
915	Employee Benefits	\$1,322,710	2/26/13	Jim	Neal	Passed unanimously
945	Liability Insurance	\$90,000	2/26/13	Jim	Neal	Tabled
114	Moderator	\$50.00	2/26/13	Jim	Neal	Passed unanimously
119	Town Constable	\$175	2/26/13	Jim	Neal	Passed with 1 abstention
122	Selectmen - salaries	\$2,000	2/26/13	Jim	Neal	Passed unanimously
122	Selectmen - other	\$2,149	2/26/13	Jim	Neal	Passed unanimously
131	Finance Committee	\$450	2/26/13	Jim	Neal	Passed unanimously
132	Reserve Fund	\$185,000	2/26/13	Jim	Neal	Passed unanimously
135	Town accountant - salary	\$70,810	2/26/13	Jim	Neal	Passed unanimously
135	Town accountant - expenses	\$26,666	2/26/13	Jim	Neal	Passed unanimously
145	Treasurer - salary	\$71,810	2/26/13	Jim	Neal	Passed unanimously
145	Treasurer - expense	\$12,495	2/26/13	Jim	Neal	Passed unanimously
146	Tax collector - salary	\$62,574	2/26/13	Jim	Neal	Passed unanimously

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146	Tax collector - expense	\$17,076	2/26/13	Jim	Neal	Passed unanimously
151	Legal - other	\$64,000	2/26/13	Jim	Neal	Passed unanimously
152	Personnel Board - other	\$260	2/26/13	Jim	Neal	Passed unanimously
161	Town Clerk - salary	\$42,562	2/26/13	Jim	Neal	Passed unanimously
161	Town Clerk - expenses	\$2,320	2/26/13	Jim	Neal	Passed unanimously
162	Elections & registration	\$2,601	2/26/13	Jim	Neal	Passed unanimously
162	Other	\$4,355	2/26/13	Jim	Neal	Passed unanimously
171	Conservation commission - other	\$2,150	2/26/13	Jim	Neal	Passed unanimously
175	Planning Board - salary	\$71,355	2/26/13	Jim	Neal	Passed unanimously
175	Planning Board - other	\$8,900	2/26/13	Jim	Neal	Includes a software purchase of \$4,500 – Passed unanimously
176	Zoning Board	\$335	2/26/13	Jim	Neal	Passed unanimously
179	Agricultural commission - other	\$200	2/26/13	Jim	Neal	Passed unanimously
192	Town Hall – salaries	\$176,450	2/26/13	Jim	Neal	Passed unanimously
192	Town Hall - other	\$58,582	2/26/13	Jim	Neal	Tabled – question about STM expense
199	Energy Committee - other	\$200	2/26/13	Jim	Neal	Passed unanimously
192	Town Hall - other	\$58,582	3/5/13	Sue	Jeff	Passed unanimously
241	Building Inspector	\$65,427	3/5/13	Sue	Jeff	Passed unanimously
141	Assessor - other	\$9,023	3/5/13	Sue	Jeff	Passed unanimously
241	Building Inspector - other	\$2,242	3/5/13	Sue	Jeff	Passed unanimously
292	Dog Officer - Salary	\$11,007	3/5/13	Sue	Jeff	Passed unanimously
292	Dog Officer - other	\$1,625	3/5/13	Sue	Jeff	Passed unanimously
299	Field Driver - Salary	\$45	3/5/13	Sue	Jeff	Passed unanimously
299	Field Driver - other	\$50	3/5/13	Sue	Jeff	Passed unanimously
511	Board of Health - salaries	\$501	3/5/13	Jeff	Sue	Passed unanimously
511	Board of Health - other	\$16,990	3/5/13	Jeff	Sue	Passed unanimously
522	Nursing Services	\$4,696	3/5/13	Jeff	Sue	Passed unanimously
541	COA - Salaries	\$43,981	3/5/13	Sue	Jeff	Passed unanimously
541	COA - other	\$14,390	3/5/13	Sue	Jeff	Passed unanimously
543	Veterans - Salary	\$670	3/5/13	Jeff	Sue	Passed unanimously
543	Veterans - other	\$355	3/5/13	Jeff	Sue	Passed unanimously
599	Inspector of Animals - Salary	\$988	3/5/13	Jeff	Sue	Passed unanimously
599	Other	\$100	3/5/13	Jeff	Sue	Passed unanimously
600	Animal Control Officer - salaries	\$2,682	3/5/13	Sue	Jeff	Passed unanimously
600	Animal Control - Other	\$400	3/5/13	Sue	Jeff	Passed unanimously
610	Library - expenses	\$116,435	3/5/13	Sue	Jeff	Passed unanimously
610	Library - salaries	\$206,520.15	3/5/13	Sue	Jeff	Tabled
691	Historical Commission - other	\$3,169	3/5/13	Sue	Jeff	Passed unanimously
692	Public Celebrations	\$965	3/5/13	Sue	Jeff	Passed unanimously

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693	Steele Farm - other	\$500	3/5/13	Sue	Jeff	Passed unanimously
699	AB Cultural - other	\$1,500	3/5/13	Sue	Jeff	Passed unanimously
123	Town Administrator Salary	\$96,997	3/13/13	Jim	Jeff	Passed unanimously
123	Town Administrator Other	\$2,825	3/13/13	Jim	Jeff	Passed unanimously
141	Assessor- Salary	\$39,700	3/13/13	Jim	Jeff	Passed unanimously
210	Police – Salary	\$951,888	3/13/13	Jim	Jeff	Passed unanimously
220	Fire – Salary	\$722,172	3/13/13	Jim	Jeff	Passed unanimously
221	Dispatch – Salary	\$241,448	3/13/13	Jim	Jeff	Passed unanimously
221	Dispatch – Other	\$36,710	3/13/13	Jim	Jeff	Passed unanimously
310	Minute Man Regional Voc	\$177,558	3/13/13	Jim	Jeff	Passed unanimously
320	ABRS Assessment Other	\$5,568,636	3/13/13	Jim	Jeff	Passed unanimously
510	Landfill Monitoring	\$5,000	3/13/13	Jim	Karim	Passed 4-1-0
519	Environmental Services	\$10,492	3/13/13	Jim	Jeff	Passed unanimously
945	Liability	\$90,000	3/13/13	Jim	Jeff	Passed 4-1-0