

Town of Boxborough



Finance Committee

FinCom Meeting Minutes for: November 5, 2012

Venue: Town Hall – Morse Room

Attendees:

FinCom

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

Missing: None

Public Participation: Gary Kushner at 8PM to do a capital planning update

The meeting was called to order at 7:03 PM.

9/24 Minutes – Sue moved/Neal seconded – approved unanimously.

Liaison List – was reviewed and agreed upon.

CBA Review – there was discussion about the CBA's and their effect on salary structure. There was also some discussion about how to present the FinCom position at the Special Town Meeting on January 7, 2013. Next week's meeting (Nov 12) will be devoted to completing voting on the CBA's for Special Town Meeting.

Capital Plan update – the major issue this year are the big ticket items in the Fire Department's request. The chief has applied for grants for two of these and if these are approved, then the cost to the town is not significant. Also, the Fire department is requesting an ambulance. One issue that needs to be evaluated is the need for paving in three departments – fire, police and school. It was agreed that the FinCom would devote a future meeting to the subject of capital planning. Nov 19 was suggested. Karim to schedule.

Non-union employees – salary structure update by Sue. The selectmen have already recommended and voted on an increase (steps + 2% COLA). However, the Personnel Board has not discussed this yet. The FinCom needs to have a position on this to help Sue formulate a recommendation. The FinCom informally indicated a COLA of 1.5% would be acceptable. Also, the Selectmen have voted to combine the building inspector position (hard to fill at 25 hours per week) with a facilities manager to create a new position at 40 hours per week. There was some discussion about whether this can be done on a contract basis. Neal to speak with Selina to get more details.

Town of Boxborough



Finance Committee

Article 5 – tax collector – change from elected to appointed position. Personnel discussed this and recommends going forward. There will be a vote at the Special Town Meeting followed by a ballot vote in May.

Review FinCom priorities and goals – this agenda item was not addressed.

Regionalization update – Jim updated the FinCom on where the issue stands right now. There is expected to be Special Town Meetings in the spring to allow both towns to vote on the agreement once it is finalized.

Association of Town Finance Committees – Annual Meeting was on October 20, 2012. Jeff attended this year.

Meeting was adjourned at 9:30 PM. Moved by Jeff, seconded by Neal, approved unanimously.

Next FinCom meeting – Tuesday, November 13, 2012 at 7:00 PM.

Respectfully submitted by:
Dilip Subramanyam
FinCom Secretary
November 8, 2012

New email for FinCom – fincom@town.boxborough.ma.us. Please forward your email to Karim so he can add recipients.

Reserve Fund Transfers:

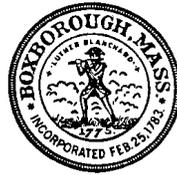
Reserve Fund

Item	Date	Cost	Left in Reserve	Reason
Initial reserve	9/10/12		\$185,000.00	Initial amount from article 5

Updated Liaison List:

Department		Account	<u>2012 Liaison</u>	<u>2013 Liaison</u>
Protection	Police	210	Jim Ham / Joe Niro	Jim Ham / Karim Raad
	Fire	220	William Burke / Dilip Subramanyam	Dilip Subramanyam / Karim Raad
	Dispatch	221	Jim Ham / Joe Niro	Jim Ham / Karim Raad
	Inspectors	241	Neal Hesler / Dilip Subramanyam	Neal Hesler / Dilip Subramanyam
	Emergency Mgmt.	291		Jim Ham
	Dog Officer	292	Jim Ham	Jim Ham
	Field Driver	299	Jim Ham	Jim Ham
	Education	Blanchard School	300	Amy Burke/Susan Bak / Jim Ham

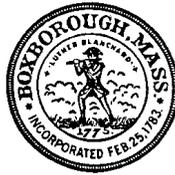
Town of Boxborough



Finance Committee

	Minuteman Vocational HS	310	Amy Burke / Susan Bak	Susan Bak / Jim Ham
	ABRS Assessment	320	Gary Kushner	Susan Bak / Jim Ham
Dept. Public Works	Public Works	422	Karim Raad	Karim Raad
	Snow & Ice	423	Karim Raad	Karim Raad
	Street Lighting	424	Karim Raad	Karim Raad
	Hager Well Maintenance	425	Karim Raad	Karim Raad
	Fuel	429	Karim Raad	Karim Raad
	Hazardous Waste Collection	431	Karim Raad	Karim Raad
	Cemetery	491	Karim Raad	Karim Raad
Health Services	Board of Health	511	Susan Bak / Amy Burke	Jeff Scott / Susan Bak
	Environmental Services	519	Susan Bak / Amy Burke	Jeff Scott / Susan Bak
	Family Services	521	Susan Bak / Amy Burke	Jeff Scott / Susan Bak
	Nursing Services	522	Susan Bak / Amy Burke	Jeff Scott / Susan Bak
	Mental Health Services	523	Susan Bak / Amy Burke	Jeff Scott / Susan Bak
	Council on Aging	541	Joe Niro / Susan Bak	Jeff Scott / Susan Bak
	Veterans	543	Gary Kushner	Jeff Scott / Susan Bak
	Inspect of Animals	599		Jeff Scott / Susan Bak
	Animal Control Officer	600	Gary Kushner	Jeff Scott / Susan Bak
	Landfill Monitoring	510		Jeff Scott / Susan Bak
Culture & Recreation	Library	610	Neal Hesler / Susan Bak	Susan Bak / Jeff Scott
	Recreation Commission	630	Amy Burke / Neal Hesler	Susan Bak / Jeff Scott
	Historical Commission	691	Susan Bak / Neal Hesler	Susan Bak / Jeff Scott
	Public Celebration	692	Susan Bak / Neal Hesler	Susan Bak / Jeff Scott
	Steele Farm	693	Susan Bak / Neal Hesler	Susan Bak / Jeff Scott
	A/B Cultural Council	699	Susan Bak / Neal Hesler	Susan Bak / Jeff Scott
Town Government	Moderator	114	Karim Raad	Karim Raad
	Town Hall	192	Neal Hesler / Dilip Subramanyam	Neal Hesler / Dilip Subramanyam
	Town Constable	119	Neal Hesler / Dilip Subramanyam	Neal Hesler / Dilip Subramanyam
	Selectman	122	Karim Raad / Joe Niro	Karim Raad / Jim Ham
	Town Administrator	123	Neal Hesler / Dilip Subramanyam	Neal Hesler / Dilip Subramanyam
	Finance Committee	131	Karim Raad	Karim Raad
	Accountant	135	Neal Hesler / Dilip Subramanyam	Neal Hesler / Dilip Subramanyam
	Assessor	141	Neal Hesler / Dilip Subramanyam	Neal Hesler / Dilip Subramanyam
	Treasurer	145	Neal Hesler / Dilip Subramanyam	Neal Hesler / Dilip Subramanyam
	Tax Collector	146	Neal Hesler / Dilip Subramanyam	Neal Hesler / Dilip Subramanyam
	Legal	151	Neal Hesler / Dilip Subramanyam	Neal Hesler / Dilip Subramanyam
	Personnel Board	152	Neal Hesler / Dilip Subramanyam	Neal Hesler / Dilip S.

Town of Boxborough



Finance Committee

	Town Clerk	161	Neal Hesler / Dilip Subramanyam	Neal Hesler / Dilip Subramanyam
	Elections & Registrar	162	Neal Hesler / Dilip Subramanyam	Neal Hesler / Dilip Subramanyam
Debt / Insurance	Debt & Interest		Neal Hesler / Dilip Subramanyam	Neal Hesler / Dilip Subramanyam
	Insurance		Neal Hesler / Dilip Subramanyam	Neal Hesler / Dilip Subramanyam
	Retirement		Joe Niro / William Burke	Neal Hesler / Dilip Subramanyam
Land Use Boards	Conservation Commission	171	Karim Raad	Karim Raad
	Planning Board	175	Karim Raad	Karim Raad
	Zoning Board	176	Karim Raad	Karim Raad
	Housing Board	177	Karim Raad	Karim Raad
	Agricultural Commission	179	Karim Raad	Karim Raad
Other	Energy Committee	199	Karim Raad	Karim Raad
	Bitcom		Karim Raad	Karim Raad
	Reserve Fund		Karim Raad	Karim Raad
	Civil Defense		Joe Niro	Karim Raad
	Boxborough Leadership Forum		William Burke	Karim Raad
	Capital Plan		Gary Kushner	Dilip Subramanyam / Karim Raad
	Town Report		Gary Kushner / Dilip Subramanyam	Dilip Subramanyam / Karim Raad