



**TOWN OF BOXBOROUGH
NOTICE OF PUBLIC MEETING
Meeting Minutes**

BOARD/COMMITTEE: Finance Committee
MEETING DATE: January 12, 2021
TIME: 7:30pm
PLACE: Zoom Meeting Room
Boxborough, MA

Members Present:

Becky Neville
Gary Kushner
Diana Lipari
Ling Chen
Keith Lyons
Sachin Mathur (7:36)

Members Absent:

Other Attendees:

Jennifer Barrett
Nick Federico
Maria Neyland

Gary called meeting to order at 7:33pm

Administrative Topics:

- Minutes
 - December 22, 2020; Becky moved, Diana seconded; 6-0; Neville-aye, Lyons-aye, Chen-aye, Lipari-aye, Kushner-aye, Mathur-aye
 - January 5, 2020; Becky moved to approve as amended. Diana seconded; 6-0; Neville-aye, Lyons-aye, Chen-aye, Lipari-aye, Kushner-aye, Mathur-aye
- Treasurer/Collector- Nick Federico joined
 - Budget
 - Gary asked questions about Nick's FY22 budget. Diana, Ling and Becky also asked questions about line items within other misc expenses.
 - OPEB – 20% funded (\$1,021,480). We are currently aggressive for the OPEB funds and conservative for the local funds.
 - Collection Issues and Lock box – Gary asked if there was anything we didn't hear about on Saturday in relation to the Lock Box service that we

needed to discuss. Received confirmation from Nick that the lock box service was still valuable to the town.

- Discussed additional information we needed from Nick to better evaluate the need for additional resource.
- RFT – Jennifer mentioned that a second fire hydrant was hit.

Recurring Topics:

- Personnel Plan Updates – Becky provided answers to questions Gary had asked previously. One of whether dues and training/conferences would be used.
- Budget First Pass
 - 122-Select Board
 - Reduced Printing Services and Office Supplies to \$50 each. This came after Becky discussed with Wes.
 - 171-Conservation
 - Equip maintenance line item is to replace or repair signs
 - Other Expense, \$1600. Becky moved to approve; Diana seconded. 6-0: Neville-aye, Lyons-aye, Chen-aye, Lipari-aye, Kushner-aye, Mathur-aye
 - 182-EDC
 - Outreach is for business breakfast and other events to improve relations and communications with town small businesses.
 - Other Expense, \$3500. Becky moved to approve; Diana seconded. 6-0: Neville-aye, Lyons-aye, Chen-aye, Lipari-aye, Kushner-aye, Mathur-aye
 - 199-Sustainability
 - Other Expense, \$500. Becky moved to approve; Ling seconded. 6-0: Neville-aye, Lyons-aye, Chen-aye, Lipari-aye, Kushner-aye, Mathur-aye
 - 670-Steele Farm
 - Level funded at 2,000 total other spread over electricity, building and grounds maintenance.
 - Total Other, \$2,000. Becky moved to approve; Diana seconded. 6-0: Neville-aye, Lyons-aye, Chen-aye, Lipari-aye, Kushner-aye, Mathur-aye
 - 691-Historical
 - Discussed the expenses mainly driven thru use of the museum. Desire is to get a detailed replacement/repair list using capital plan.
 - Total Other, \$6,150. Becky moved to approve; Diana seconded. 6-0: Neville-aye, Lyons-aye, Chen-aye, Lipari-aye, Kushner-aye, Mathur-aye
 - 692-Public Celebrations
 - Total Other, \$1,500. Becky moved to approve; Diana seconded. 6-0: Neville-aye, Lyons-aye, Chen-aye, Lipari-aye, Kushner-aye, Mathur-aye
 - 699-ABCC

- Total Other, \$1,400. Becky moved to approve; Diana seconded. 6-0: Neville-aye, Lyons-aye, Chen-aye, Lipari-aye, Kushner-aye, Mathur-aye
 - 710-Long term debt
 - Total Other, \$865,000. Becky moved to approve; Diana seconded. 6-0: Neville-aye, Lyons-aye, Chen-aye, Lipari-aye, Kushner-aye, Mathur-aye
 - 751-Interest Long Term
 - Total Other, \$229,495. Becky moved to approve; Diana seconded. 6-0: Neville-aye, Lyons-aye, Chen-aye, Lipari-aye, Kushner-aye, Mathur-aye
 - 830-County Retirement Assessment
 - Total Other, \$1,144,435. Becky moved to approve; Diana seconded. 6-0: Neville-aye, Lyons-aye, Chen-aye, Lipari-aye, Kushner-aye, Mathur-aye
- Committee Updates
 - CPC – Keith provided updates.
 - Recreation – no updates. Meets on Thursday.
 - School Committee – Gary provided updates.
 - BBC/Safety Building – no meeting
 - School Bldg Committee – work continues.

List of Exhibits used, if any

- Minutes Dec 22, 2020 and January 5, 2021
- Agenda
- Budget
- Email from Susan Bak of Personnel Board
- Email from Francie Nolde detailing Sustainability Committee expenses

Reserve Fund Transfer Tracker (FY21):

Description	Expense	Balance	Date	Comments
DPW Salary	5,365	144,635	11/02/2020	Vacation Payout
Planning Board Software Support	6,900	137,735	12/08/2020	Plotter/scanner replacement
Recreation Commission Contracted Services	3,235	134,500	12/08/2020	Payment of outstanding invoice

