

Minutes of Finance Committee-Final

DATE: January 16, 2008

LOCATION: Medway High School: Library
155 Summer Street
Medway, MA 02053

PRESENT: Frank Faist, Joy Smith Dahl, Phil Giangarra, Phyllis Cerel, Ned Myers, Robert Kenney, Paul Marble, Eric Arbeene, Jan Fish

ABSENT: Mark Brown, Larry Ellsworth

GUESTS: Suzanne Kennedy, Dennis Crowley, Melanie Phillips, Barbara Durand, John Forresto, Dawn Rice Norton

PURPOSE: Regularly scheduled monthly Finance Committee meeting, review proposed Free cash data

Robert Kenney called the Finance Committee (Fin Com) meeting to order at 7:05pm.

Review on November 29, 2007 meeting minutes submitted by past secretary Liz Langley. Corrections/changes were read.

Robert called for a motion to accept 11/29/07 minutes. Frank made a motion to approve the 11/29/07 minutes, which were seconded and approved, all in favor.

- Robert read the outgoing secretary's letter of resignation. A request to approve and pay outstanding time sheets for Liz Langley 74.94 hours totaling \$632.26.

Robert called for a motion to accept Liz Langley's time sheet and pay. Joy made a motion to approve Liz Langley's time sheets for 74.94 hours totaling \$632.26. Second by Phyllis, all in favor.

- Time sheets for incoming secretary (Wendy Harrington) were tabled to the next regular meeting of the Fin Com. Hourly rate for Wendy Harrington was unknown at time of the meeting.
- Introduction of new Fin Com members: Eric Arbeene, Mark Brown, Paul Marble and Jan Fish
- \$5,623.09 Emergency Transfer Request (ETR) for police and fire outside details.
 - Barbara Durand explained that this has been outstanding on the audit statement for a few years. There are no invoices and is a remaining balance in the general ledger balance and need the ETR to balance the files.
 - Police have already been paid, this could be 10 years old
 - Question as to why ETR now? Was not known at the last town meeting, as books were not closed, this is an unforeseen expenditure. It will show on the audit report again if not paid before the end of the year.
 - Question as to why it can't wait? Town accountant not sure what money will be available at the end of the year and would like to take care of it now. Suggestion was made to hold off and leave on the Audit report. The Town accountant explained she would like to put on the books out of the Fin Com reserve.

- Question as to the impact of having this item on the Audit report again. It was explained that if it remains the bonding agency will see it as a recurring item and auditors will see it as a "ding" in our performance.
- It was stated that there is a balance of \$98,000 in Fin Com Reserve.
- Suzanne Kennedy advised that she may have an alternative and it was decided to hold discussion until Suzanne has alternatives to discuss.

Robert called for a motion to table. Joy made a motion to table the ETR to the next Fin Com meeting. Second by Ned. All in favor

Status on revenues, year to date:

- 48.26% of collections, should be 50%-slightly better in revenues this year than last.
 - Suzanne and Barbara think this is good news
 - Prediction still on track

Review of 2008 Fin Com Meeting Schedule

- March 12-May 5 there will be multiple Fin Com meetings
- Discussion was had with Dennis Crowley (BOS) regarding the budget process. It was decided that BOS/Fin Com should pick a Saturday date/s to spend 4-8 hours meeting with department heads and Suzanne to discuss their budget requests.
- BOS gets budget to Fin Com 3/10/08. Dennis suggested as Saturday after 3/10/08

Review of Proposed/Draft FY 2008 Budget and Town Meeting Warrant Calendar

- Suzanne will review dates and follow-up

Discussion on new member information and a disk that is available. A glossary of terms is on the disk that would be helpful to new members. This will be made available ASAP to new Fin Com members. A paper copy of the Finance Committee Handbook was handed out and reviewed (see attached).

Fin Com Web-site: Joy and Wendy will work on being trained on the operation of the web-site and a memo on what should be included was distributed to Fin Com for comments. Changes and suggestions noted on the attached memorandum. Hope to update the web-site by 2/15/08.

Free Cash Discussion: What to do with "Free Cash" as it pertains to current operations.

- A letter was handed out by Dennis Crowley (BOS) from Andy Espinosa with his opinion on the "Free Cash". His letter dated 1/14/08 is attached. Dennis explained a 3-2 vote at the 1/15/08 BOS meeting decided to put "Free Cash" on the Special Town Meeting warrant
- Attached are:
 - Free Cash FY08 document created by Barbara Durand which explains where the Free Cash came from.
 - Letter from DOR 1/8/08 certification of "free cash" amount
 - Analysis from Melanie a calculation of potential borrowing capacity
 - Town of Medway FY08 Budget vs Actual Revenues info as of 12/31/07

There were numerous discussions had throughout the meeting regarding the "free cash". Below is a list of statements that were derived from the discussions.

- Lump sum payment to stabilization is what DOR suggests rather than paying year after year out of operating cash.
- Don't want to use to put in operating, pay where we have holes frees up operating budget.
- Question to Dennis Crowley: Can we pay off bond with that money? No answer from DOR to date.
- Pay off stabilization to required maximum and earlier than we have to.
- Stabilization goal is \$2 Million, which is 5-10% of annual budget. Deficit financing looming for the next 8 years. By getting to 5% it will help with bond rating next time.
- Re: \$525,000 DOR recommends not spending "free cash" down to \$0.00, they suggest keep a balance of \$200,000-\$250,000.
- DOR and Moody suggests don't use "free cash" to operate.
- If creative enough we can start a reserve and free up operating money for 2009.
- One time contribution to Stabilization and Fiscal Stability could free up cash for '09.
- Question was asked if the Governor's number would change if they see we have "free cash". Suzanne explained there is no relation between our financial position and the amount of money we get. Barbara explained that if there were a substantial amount of money in "free cash" the bonding wouldn't look good.
- Having no money or not enough money in stabilization is dangerous.
- Suzanne explained that Snow and Ice budget are over this year. She suggests considering to prepay Deficit Financing bond payment for FY09. Suzanne also suggested considering putting money into Fin Com reserve we would have the flexibility to apply the balance to other places or storm reserve fund.
- If payoff we are still not out from under the state's watch.

All Fin Com members agreed that not using the "free cash" for operating is a good thing.

Melanie Phillips discussed Debt Service Analysis on the extra \$525,000. (See attached) Melanie believes that an increase in our reserve funds will positively help increase our bond rating.

Dennis Crowley explained that the Board of Selectmen has not discussed the \$525,000 and what should be done with it. It was explained that it is OK to keep the \$525,000 in "free cash". Any use of the "free cash" would need to be voted on at Town Meeting

Suzanne explained for any money to be put into or removed from a Stabilization fund would require a 2/3 Town Meeting vote.

A discussion was had regarding the broken sidewalk plow:

Sidewalk plow facts: Presented by Dennis Crowley (BOS) facts to look at

- Snow this week, sidewalks didn't get plowed
- Unit is out being repaired
- Possible cost to repair \$5,000-\$8,000
- May not be repaired until April, IF it can be repaired
- No option to borrow a unit, last time we broke the one we borrowed
- No machines available to purchase until April or May
- Cost for new one \$88,000 plus 3 attachments (blower, plow and sander) totaling \$125,000
- If can't be repaired and no new machine available, no decision. If a new one is available there needs to be a discussion and/or put up for the town to vote on.

Sidewalk plow added facts: Presented by Suzanne Kennedy:

- Can't find one to lease or purchase, none in inventory

- We are not required by state law to shovel sidewalks, tradition expects it
- Snow and ice policy was published as a result of public concern

Summary of options on "free cash" discussed: Reiterated by Robert Kenney

1. Pay off deficit financing-one time, agreed not to use for operating
2. Fiscal '09 Capital Projects
3. Replenishment of reserves; Stabilization \$923,000, Fiscal stability \$417,000
4. \$525,000 balance BOS/Fin Com needs a joint discussion. Possibly recommend \$250,000 stay in "free cash", \$150,000 Fin Com reserve, \$100,000 balance what to do with it?

Motion by Joy to support Option 3

Fund The Stabilization Fund \$923,000
Fiscal Stability Reserve \$417,000
\$525,000 to be determined at a later date

Second by Phyllis, all in favor.

- Dennis mentioned that the Fire Dept. is almost over budget. Town Administrator and Chief recently had a meeting to discuss. The Chief is working on budget changes to bring into line. The Fire Chief did get his new car, he had a budget of \$10,000, Dennis was not sure how much he spent on the vehicle.
- Dennis suggested a joint Fin Com/BOS meeting to discuss what to do with the \$525,000 "free cash". Meeting to be 1/22/08 or 1/23/08. BOS will set up and will contact Fin Com with details.

Motion to adjourn by Robert, second by Phyllis, approved by all present 9:20pm.

Respectfully submitted,

Wendy Harrington
 Finance Committee Secretary

Minutes of Finance Committee-Final

DATE: January 22, 2008

LOCATION: Medway High School: Library
155 Summer Street
Medway, MA 02053

PRESENT: Frank Faist, Joy Smith Dahl, Phil Giangarra, Phyllis Cerel, Larry Ellsworth, Ned Myers, Rob Kenney, Mark Brown, Jan Fish, Paul Marble, Eric Arbeene

ABSENT: None

GUESTS: Suzanne Kennedy, Dennis Crowley, Andy Espinosa, Rich Dunne, John Forrester, Barbara Durand, Susan Connolly

PURPOSE: Open discussion on what to do with "free cash" FY08 between Finance Committee and Board of Selectmen

Rich Dunne called the meeting to order at 7:10pm.

Finance Committee passed a motion at the 1/16/08 meeting that stated the following:

\$923,000	Stability Fund
\$417,000	Fiscal Stability Reserve
\$525,000	Balance to be determined what to do with it at a later date.

Suzanne Kennedy explained that the exact number certified 1/8/08 is \$1,864,934.00. Taxes received played a key role in this number. All '06 tax money was not all credited for '06.

It was decided at the last Fin Com meeting where all but \$525,000 would be transferred.

Suzanne read the warrant for the Special Town Meeting (see attached). This article was written with the guidance of DOR with counsel conferring. It has been researched and it is not possible to put "free cash" into Fin Com reserve.

Dennis Crowley mentioned that there is a tentative April Town Meeting planned, when transfers of the \$525,000 could be voted on.

Barbara Durand reviewed an analysis of the 3 options that were suggested. (See attached)

Andy Espinosa had many questions and comments summarizing the following:

- What bills and/or capital projects are coming due? The chief's vehicle, elevators are out, snow machine out.
- When was the last time the Capital Improvement Plan was put together? Capital plan should have an inventory of assets. Capital needs are being totally ignored and that responsibility lies with Fin Com and BOS.
- CIPC should look at the town as whole not separate departments.
- The way that has been approved of allocating "free cash" assumes nothing going to the capital fund. We do need to increase the operating but this is not giving us a chance to increase capital.

- Andy's point is that we lose flexibility if allocate now. Wait until all analysis is complete in April and vote at the May Town Meeting.

Rich Dunne requested a confirmation that Option 3 would help with the bond rating. Barbara confirmed yes.

Robert Kenney reiterated what Fin Com voted to support at their last meeting. (Mentioned above)

Joy Smith Dahl reminded that if you don't fund these accounts now, you couldn't consider the money in the budget rating sooner rather than later.

Frank Faist agreed that if you put into the Fiscal process now there is a potential benefit to the bond rating now.

Suzanne explained that she had consulted with Fiscal Consultant Lisa Dickenson and her recommendation did concur the money to go to stabilization is what should be done. Funding Fiscal Stability and Stabilization account.

Robert reiterated Fin Com supported	\$923,000	Stabilization Fund
	\$417,000	Fiscal Stability Reserve
	\$525,000	Unassigned at this time

Robert: Based on the analysis that Barbara prepared do we want to use example #3

\$923,000	Stabilization Fund
\$623,647	Fiscal Stability Reserve
\$328,287	Left over

Suzanne explained that Lisa Dickenson stated that this would be the "bigger bang for our buck"

- Helps reach the goal
- Better bond rating
- Debt reduction
- Additional operating money

Rich Dunne: Based on what we voted on last week we need a new recommendation based on the new information and new analysis that has been presented.

The following statements were made after Rich Dunne suggested a change to free up operating cash and how it's used:

- Ratify or change? \$417K to \$617K
- #1 priority to increase operating monies. Putting \$'s into the stabilization funds frees up - \$400K of potential operational funds for the next three years.
- DOR recommends to maintain a balance in "free cash", of at least \$200K to pass onto the next years budget (but not available for planning until after state certifications, snow and ice will be over by some number as more storms are anticipated and we are over now. 200K for free cash, 100k ish for overage on snow
- So early in budget process
- New charter could be in place, always a cost, budget neutral but always a chance
- Suggested by Larry that we stay with the \$525,000, Frank said he was leaning towards the same.
- Joy suggested how we allocate should be on the side of caution not knowing some expenses.

Motion by Joy Smith Dahl to increase the Stability Fund by \$923,000, Fiscal Stability Reserve by \$417,000, balance of \$524,934 "remain in free cash". Second by Phil. Vote passes unanimously.

Motion by Rich Dunne to endorse Fin Com's decision. \$417,000 to Fiscal Stability Reserve, \$923,000 to Stability Fund, 524,934 "sit in free cash". Second by John Forrester. Vote 3-1 (Andy, Rich and John For, Dennis against.

Robert Kenney: Up for discussion to all present
What should be done with the \$524,934?

Discussion comments below:

Andy: Priority to get CIPC together and get them to do some good. Rich Dunne explained that CIPC is not fully staffed. Suzanne explained that there are 3 candidates, 4 appointments need to be made, 1 has already occurred. CIPC will work closely with Fin Com.

Dennis: Wait until April to talk about it.

Frank: Should wait, too early in the budget process. Two good snow months ahead of us with no good number from the state. Suggests each person come up with own lists of possibilities for the money and get together in a few months and talk about it again.

Rich: It's really 324,934 and both boards should discuss in a few months

Phil: Debt exclusion for roads etc, must be presented to the public ahead of time, can't be done at the last minute.

Dennis: Public should know. We are only chatting about debt exclusions, not doing. This is only for conversation. Lengthy discussions will be/would be had before it was considered.

Joy: CIPC committee needs to do these recommendations with a plan in place

Andy: Analysis by CIPC. We have a plan per Suzanne, includes the school.

Suzanne: will provide 2009-2013 Capital Improvement Plan. Will give instructions, things are weighted, prioritized etc.

Rich Dunne noted that the Governor's budget was due 1/23 and then full speed ahead.

Robert Kenney asked about the acquisition of land on Winthrop Street.

- There will be a meeting before the Special Town Meeting on 1/28/08 to discuss.
- This will be using CPC funds.
- CPC will email a write up on the property to Fin Com members, per Fin Com request.
- P&S will be reviewed by BOS and then acquisition will be contingent on vote at Special Town meeting
- CPC spoke and suggested that this property is being purchased for open space. Open space is for active recreation, passive recreation, and agricultural restrictions. Can't be sold off. Can't be used for low income.

**Motion to adjourn by Robert Kenney, second by Frank Faist. All in favor. Meeting adjourned
8:30pm**

Respectfully Submitted,

Wendy Harrington, Secretary

Minutes of Finance Committee-Final

DATE: January 28, 2008

LOCATION: Medway High School: Library
155 Summer Street
Medway, MA 02053

PRESENT: Frank Faist, Joy Smith Dahl, Phil Giangarra, Phyllis Cerel, Larry Ellsworth, Ned Myers, Rob Kenney, Paul Marble, Mark Brown, Eric Arbeene, Jan Fish

ABSENT: None

GUESTS: Suzanne Kennedy, Mark Cerel, John Schroeder, Andy Rodenhiser

PURPOSE: Ask questions re: Presentation of Medway Community Preservation Committee's proposal to purchase 50 Winthrop Street, Medway and review Special Town Meeting Warrant for meeting 1/28/08

Robert Kenney called the Finance Committee (Fin Com) meeting to order at 6:30pm.

Frank Faist asked for an explanation of why Community Preservation Committee (CPC) is splitting up the money to purchase this property.

Mark Cerel stated the following:

- CPC is required annually to either allocate or spend funds.
- Funds go towards: Affordable housing, historical preservation or open space.
- 70% can accumulate for any purpose
- Must delegate part to open space
- CPC finds properties they approve of and recommend to the town, their goal is to find properties that are self sufficient
- On this property:
 - House could be used
 - Barn and garage could be demolished (CPC funds could be used for this with Town Meeting approval)
 - CPC not looking at historic preservation for this property or the home

Questions by Fin Com members presented the following information:

- There is no hazard to the town on the house or garage, barn is boarded up and nailed shut
- It was suggested that the barn boards could be sold to a vintage wood company, removing the liability from the town and profiting from its sale
- There are no hazards to litigate for the town, a home inspection has been done and an affidavit of warranty has been obtained from the owner.
- There is an organic farm company interested in leasing the property and operating an organic farm. Being connected to Briggs farm this could be a future opportunity to expand the property.
- If there is any run off to Chicken Brook, it would be organic
- House is structurally sound, home inspection complete
- Land and house could be leased out together

- Fields-haying would need to be kept up in order to keep them "haying fields", this may need to be contracted out if the property is not leased
- There is no potential income available from the state as CPC fund is already 50% state money
- CPC will be able to manage the property at this point. John Schroeder has started CPC and has a lot of help from the community going forward
- This parcel is highly desirable, has watershed, can hook up to other potential properties for CPC, scenic roads, connects to Briggs farm (John Schroeder-CPC has spoken to Mr. Briggs and he has agreed to be an unpaid consultant to CPC, hopefully opening up future talks about his land)
- CPC is always looking for alternative properties with the best interest of the town in mind
- By FY 2008 end CPC will be back to \$3,425,000.00
- This transaction is the most proactive transaction in the history of the town

Andy Rodenhiser advised the Fin Com that there would be a Warrant article for a Town Meeting that will create an Affordable Housing Trust Fund. Builders will be able to put money as part of the application process into this trust to aid in affordable housing in the community in lieu of allocating part of a development project for affordable housing as is now done.

Mark Cerel stated that he has had discussions with "The Community Builders", a non-profit business that builds affordable housing. They require millions of dollars and it was decided that CPC could use that money to purchase, maintain and manage properties themselves. Mark also stated that affordable housing is a very controversial project for CPC to undertake.

The next step for this project is to have the warrant article passed at Special Town Meeting 1/28/08.

Once approved the sale will be closed. Medway Counsel has obtained the title through outside Counsel

A Town Meeting article will need to determine the use for the property

Rob called for a motion to approve the warrant article as written (see attached 1/28/08 Special Town Meeting Warrant). Ned made a motion to approve this warrant article which was seconded by Frank and approved by a unanimous vote.

Mark Cerel explained that if the motion does not pass at Special Town Meeting he would be looking for a motion to pay the legal fees involved in this project of \$24,000.00.

Discussion was had on the reading of the motions. Robert Kenney will read all articles and Mark explained that there is no need to read the Mass. General Laws (M.G.L's) listed in the article.

Mark Cerel explained that there will be no changes allowed to be made on Article 2. This is for legal reasons, however there can be a motion made to change the allocated amounts to lower amounts.

Rob requested a motion to end the Fin Com Meeting @ 6:55 pm. Ned made a motion to end the meeting, which was seconded by Joy and approved by all present.

Respectfully submitted,

Wendy Harrington
Finance Committee Secretary

Minutes of Finance Committee-Draft

DATE: February 13, 2008

LOCATION: Sanford Hall
Village Street
Medway, MA 02053

PRESENT: Frank Faist, Joy Smith Dahl, Phil Giangarra, Phyllis Cerel, Ned Myers, Robert Kenney, Paul Marble, Jan Fish, Mark Brown, Larry Ellsworth

ABSENT: Eric Arbeene

GUESTS: Barbara Durand, Dave D'Amico, Diane Borgatti

PURPOSE: Regularly scheduled monthly Finance Committee meeting

Robert Kenney called the Finance Committee (Fin Com) meeting to order at 7:03pm.

Review of January 11, 2008 meeting minutes

Robert called for a motion to accept 1/11/08 minutes as amended. Ned made a motion to approve the 1/11/08 minutes as amended, which were seconded by Larry and approved, all in favor.

Review of January 22, 2008 meeting minutes

Robert called for a motion to accept 1/22/08 minutes as amended. Ned made a motion to approve the 1/22/08 minutes as amended, which were seconded by Joy and approved, all in favor.

Review of January 28, 2008 meeting minutes

Robert called for a motion to accept 1/28/08 minutes as amended. Joy made a motion to approve the 1/28/08 minutes as amended, which were seconded by Larry and approved, all in favor.

Emergency Transfer Request (ETR): Barbara Durand

- ETR for \$5623.09 to write off an old balance for police and fire details
 - This is an item/amount that has been on the audit letter for approximately 3 years.
 - The employees have been paid but there is no record of who owes this money.
 - Of the \$5623.09, \$4950.80 belongs to Fire, \$672.29 belongs to police.
 - This is not outstanding from this past year, most likely from before 2007.
- There were questions posed by Phil and Phyllis as to why this should be considered an "Emergency Transfer Request". They both believe this should be a Warrant article on either the Special Town Meeting or regular Town Meeting, as items similar to this have been in the past. Neither believed this is an unforeseen emergency.
- Barbara understands the reluctance to treat this as an ETR, but would prefer to get it transferred now rather than wait until Town Meeting, and being unsure if the funds will be available to pay it at

Town Meeting. Barbara requested that the committee table the request until she is able to find another location to take it from. She asked that the committee not reject it.

- The final understanding was that FinCom would work with Barbara to make sure we have the funds to pay this ETR by the end of the year.

Motion by Joy to table the ETR of \$5623.09. Second by Phil. All in favor.

Emergency Transfer Request (ETR): Dave D'Amico

ETR for \$5000.00 to purchase a used 4 x 2 pickup for DPS maintenance.

- Currently DPS has a 1997 Ford Ranger that is used for part runs and transportation of the mechanics if a town vehicle should break down and they need to go out and work on it.
- 115k miles and did not pass inspection due to frame issues. The vehicle is unsafe to drive.
- Approximately \$2500-\$3000 to fix and the Kelly Blue Book value is only \$1400
- Currently there is a Capital Request for the replacement of this vehicle.
- A request of \$5000 and some supplemental money from DPS budget can buy something similar that is used, with 50K miles, and a 2000 – 2004 model.
- Currently there is the ability to use the park department vehicles since they are not in use. Come April those vehicles are not available, so a replacement vehicle needs to be purchased before then.

Questions and comments asked/stated by FinCom members:

- It was advised that since this is a Capital Request already perhaps the CIP could make this their first project. Could the purchase be delayed a month or so until the CIP group is up and running? Give them the chance to weigh in on this.
- Which vehicle is this replacing in Capital Requests as it appears most of the vehicles are one ton trucks? Dave explained that the request is on the 5-year plan not the 1-year plan.
- It was asked if it was possible for the employees to use their own vehicles and get reimbursed for mileage and expenses. Dave said that their personal vehicles were small cars and would not be appropriate for the jobs they need to perform.
- Are there other pickups available in town that could be used? Dave said his other vehicles are all in use.
- DPS should spend the money requested on a somewhat quality vehicle so that we are not replacing it in a year or so.
- There was a suggestion that we start to lease vehicles. Although it would appear to be a cheaper option, Fin Com would have to allocate the entire lease amount at once. That isn't always possible.
- Dave believes that this is the cheapest option to get us out a few years to give CIP a chance to get into the swing of things.

Phil motioned to allocate \$5000 for a used truck. Frank seconded. All in favor.

Review of Secretary time sheets for weeks 11/24/07 through the week of 2/2/08.

Motion by Ned to pay Wendy Harrington, secretary for 25.50 hours @ \$12.52 per hour, totaling \$319.26. Mark seconded. All in favor.

Robert explained that last year it was helpful to set up a Saturday session when FinCom could meet with Department Heads to discuss their budget requests.

- BOS to give their approved budget to Fin Com on or around 3/10/08. Fin Com has until 4/11 to deliberate and finalize their budget.
- A Saturday meeting 3/15/08 from 8:30-2pm has been set. This proved to be very beneficial to the process last year. Wendy will contact Suzanne Kennedy, who will arrange a schedule for Department Heads.
- Frank requested a copy of the department budget requests before the approved BOS budget is presented. Wendy will contact Suzanne Kennedy to see if this is possible.
- The School budget has been received. Joy will work on scanning/pdf to all members in the next few days.

Fin Com Web-site: Joy and Wendy are continuing to work on getting this up and going. See attached memorandum that Joy prepared.

Member Assignments: Jan will now be helping Larry with Planning Board
 Mark will be working with Joy on General Government
 Paul will work with Phil on Public Safety
 Phyllis will help Larry with Education

- Members will work together to analyze budgets and help interview departments
- Prepare a statement for the Town Meeting book
- Attend meetings and obtain as much information as possible
- Answer questions and bring issues back to Fin Com

Budget information needs to go to the publisher by 4/15/08, per Suzanne's timeline. Frank was wondering if it should be mailed earlier as the postage rate is going to increase.

Fin Com to review final information for book at the regular 4/9/08 meeting.

No New Business to report

Motion to adjourn by Larry, second by Frank, approved by all present 8:35pm.

Respectfully submitted,

Wendy Harrington
 Finance Committee Secretary

Minutes of Finance Committee-Draft

DATE: March 12, 2008

LOCATION: Sanford Hall
Village Street
Medway, MA 02053

PRESENT: Frank Faist, Joy Smith Dahl, Phil Giangarra, Phyllis Cerel, Ned Myers, Robert Kenney, Paul Marble, Jan Fish, Mark Brown, Eric Arbeene

ABSENT: Larry Ellsworth

GUESTS: Susan Affleck-Childs, Barbara Durand, Deborah Trindade, Dawn Rice Norton, Steve Dahl, Dr. Grandmont, Susan Connolly, David Verdolino

PURPOSE: Budget presentations by Planning Board and School Committee

Robert Kenney called the Finance Committee (Fin Com) meeting to order at 7:03pm.

Susan Affleck-Childs-Planning Board Presentation

- Non-Zoning Articles to be discussed. Key points on cover sheets and attached to maps of parcels. (documents attached to minutes)

Article Name: Open Space Committee

- Summary of article-This article amends the Medway General Bylaws to establish a 5-9 member Open Space Committee. The article specifies the duties, membership and terms of office. The Committee will function as a public body.

Questions from FinCom

- Why not CPC? Why is it Open Space?
CPC is steward of CPC funds not necessarily a generator of projects.
Open Space does research and advocating for the projects and feeds the projects to CPC.
- Why Planning board appointing the members?
Because Planning board negotiates with developers for small bits of open space.
- Can CPC fund?
Yes, groundwork in good shape for that.

Article Name: 43D Priority Development Sites

- Summary of article-This article creates 3 additional Priority Development sites in Medway under the State's 43D Expedited Permitting program. Two areas are in the east side industrial park and one area is a collection of Town owned parcels in the Oak Grove/bottle cap area. See attached maps.

Questions from FinCom

- What about lots on 109 with houses on them?
Phase 1 at this time not going after the lots that have houses on them.
- Any resistance from abutters?
Most are willing to work with the town
- This is Medway Industrial Park, is this a rezoning?
No, this is not a rezoning
- Isn't this close to where the new well will be located?

The new well site is north of this area

Phil and Frank raised concern for the proximity of the new well.

Susan explained that there are restrictive standards for industrial sites.

Robert explained that the first step is to attract industry and this is the first step in that process.

- What is the zoning classification?

Industrial 1

Article Name: Affordable Housing Trust Fund

Summary of this article-This article amends the Medway General Bylaws to establish a Medway Affordable Housing Trust Fund under M.G.L. chapter 44, section 53C. The article specifies the purpose, powers, duties, source of revenues, composition, terms of office, organizational structure, etc. The Fund functions as a public body.

Questions from FinCom

- Would CPC Fund?
3rd component of CPC. Yes, they are the source of the funds.
- Would they be able to hire or would it be volunteers?
Yes, they would be able to hire.
- This would be 4 others + the Town Administrator?
Yes, per state law.
- Is it possible for developers to donate land through this? It reads as all donations are money and not land.
Susan will check on this and get back to FinCom on this question.
Barbara Durand-Town Accountant advised that this would be a donation of land. The jurisdiction is under the Board of Trustees not under the Town.

Article Name: Street/Infrastructure Acceptance

Summary of Article-This article lists the streets that might be ready for acceptance as public ways and the associated easements and drainage infrastructure and two drainage parcels to be conveyed to the Town. At Town Meeting, the Planning Board will provide specific recommendations for acceptance and dismissal.

Questions from FinCom

- Are there certain standards for these particular roads? As an example are they in poor condition and will the Town then have the expense of bringing them up to code in the near future?
Yes, there are very specific standards during the construction of roads etc. They must be inspected throughout the process. However, some were built when the standards were different. They don't have to be up to today's standards, only up to the standards for the date/year they were approved. Some were built under 1970's standards.
- Who plows them now?
Most are privately plowed. Accepting these roads will change the plowing budget.

Article Name: Blueberry Hill Road Improvements

Summary of Article-This article appropriates \$25,000 in donated funds to be used by DPS exclusively for improvements to Blueberry Hill Road, presently an unaccepted street.

Questions from FinCom

- There were no FinCom questions but Susan did note that we couldn't improve this road until we own it. The \$25K will pay for most of the improvements. This has come up at previous town meetings.

PRESENTATION OF SCHOOL BUDGET

**Presented by: Susan Connolly, School Committee Chairman
Dr. Richard Grandmont, Superintendent of Schools**

**Presentation attached Titled Medway Public Schools
Fiscal Year 2009
Budget Hearing
March 6, 2008**

Also included with the paper copy of these minutes is a CD with the FY 2009 School Budget

This presentation was designed around Status Quo/Level Staffing

FinCom Question: Are step increases average year to year?
Yes, they are fairly consistent year to year.

Summary of requests: The items in the presentation are in priority order for now. The School Committee voted on them at the time they were sent to BOS/FinCom. They are "Best Thinking" at that time. Will rethink before the budget is finalized.

FinCom Question: What year does this get us back to?
Before 2004. If the schools gets \$716K still will be behind FY2005.

There will be 53 additional students in the district next year. Most of that increase will impact the High School

FinCom Question: Why is the High School #6 in requests if the HS is in the crunch?
All of them should be #1.

Technology needs to be a commitment; it has been put on the back burner for years.

Depending on the revenue, SC may change priorities and may divide up the money and fund different amounts to different items.

If the SC doesn't get all the money they are requesting they will look at again and reprioritize.

FinCom Question: Computer replacement phase 2. Isn't this a 2-year lease fee?
Year 1-school choice money paid for. Will have to find another source if we don't get anything above level staffing.

If a contracted lease, why is it not in the operating budget?

It was not in the operating budget last year and we will try to continue as last year and use the school choice money.

FinCom Question: Is the Curriculum coordinator a FT or PT employee?
This position is a PT employee. Someone was moved into this position that was already a school employee. ½ time reading ½ time curriculum coordinator. The Curriculum Coordinator supplemental item was withdrawn by the SC because it is already in their level service budget.

FinCom Question: The TriCounty number that we contribute, do we have any control over the amount we contribute?
To an extent, yes we do. Not one town can make a change. The network can vote to change.

FinCom Question: Why the difference in the Other teacher services (column contained in the PPE spreadsheet from the DOE) between 2007 and 2008?
In 2007 there was a greater use of in house special ed services needed and Contractors were brought in to help out. 2008 we found it was cheaper to be done by Medway staff so thus the decrease in expense.

FinCom Question: In the Superintendent's Roundtable discussions, where do other superintendents believe this budget mess is going to end up?
Dr. Grandmont stated that he thinks there is going to be a need for some drastic changes to help with the Special ed costs and for SPED transportation costs. Legislature is going to have to address the shortfalls. Medway is in a better place. The current Ch 70 aid formula benefits Medway. Medway will be receiving approx \$1 Million in aid next year as well.

FinCom Question: Will you be able to maintain if we are able to fund you?
We are in a 5 year plan with this formula. We are on year 3. If the Ch 70 money is dedicated to the school we should be able to maintain for a few years.

FinCom Question: Is there a line item for instructional supplies?
Yes, 1st page of every section.

FinCom Question: The IT Director for the school is retiring, with the charter there is to be an IT Director for the town. Has there been any conversation with the town to implement that now?
The charter has not passed yet. This position will need to be discussed with the SC.

REVENUES: Barbara Durand, Town Accountant
Updates were requested by FinCom. See Attached document.

Local Receipts: Personal and Real Estate are on target
Excise: Good news only dropped \$25,000 with loss of Bevilaqua Paving.
Water: Fine
Sewer: Should even out.
67.74% collected, Barbara thinks in good shape.

BOS '09 Table 2
Fiscal 2007 through 2009 Revenue Table See attached.

Motion to pay Secretary, Wendy Harrington. \$209.71 by Phil, second by Paul.
Approved by all present.

Motion to adjourn by Phil, second by Phyllis, approved by all present 9:44pm.

Respectfully submitted,

Wendy Harrington
Finance Committee Secretary

Minutes of Finance Committee-Draft

DATE: March 15, 2008

LOCATION: Sanford Hall
Village Street
Medway, MA 02053

PRESENT: Frank Faist, Joy Smith Dahl, Phil Giangarra, Phyllis Cerel, Ned Myers, Robert Kenney, Paul Marble, Jan Fish, Mark Brown, Eric Arbeene, Larry Ellsworth

ABSENT:

GUESTS: Barbara Durand, Melanie Phillips, other guest listed with their budget sections.

PURPOSE: Budget presentations by various Town Departments

Robert Kenney called the Finance Committee (Fin Com) meeting to order at 8:40am.

Attached to the minutes will be a copy of the entire budget submitted for FinCom review.

Barbara Durand (Town Accountant) reviewed that FinCom would be seeing 3 optional budgets during this process. All departmental budgets will list:

Level Funded based on FY 2008

Level Service key for FY 2009

Program Improvement extras for FY 2009

Town Accountant Department-Barbara Durand

Temporary clerk-elderly resident that works to reduce taxes
½ position-which is an additional data entry clerk

New Financial software to replace access database-This has been submitted to Capital Planning or replacement. Money request for software, conversion and training. Will be integrated with the schools. Barbara will review many different options before she decides will base on a Needs Assessment, which is in the process of being completed.

Q-Where will the improvements be found? In efficiencies and reconciliation's.

Q-Will the operating expenses be reduced? It will not reduce the operating expense, but will reduce the consultant costs.

Q-Are salary budgets built into this budget? There are no increases in this budget in salaries. Salary reserve money is available on page 10 \$190,000 for all municipal contracts and non-affiliated. With the exception of fire, they have a contract already.

Q-Page 33-Why upgrade Assistant Town Accountant-This person should be qualified to take over if the Town Accountant was to leave. The Assistant is working on education to become qualified. Trying to create the position here not just trying to give this person a raise. The Charter requests a Chief Procurement Officer within this position.

MIS TECHNOLOGY-Barbara Durand Barbara manages the budget on this, not the tech.

Page 46 Not an in house position. IT Steve Amrock is the person who handles the school. He is retiring. The Charter requests 1 position Town wide.

- No salaries
 - Contract with Technical Solutions, paid hourly.
 - Budget page 48-Keeping an eye on this budget.
 - Energov Solutions-permitting new software, new for '09
 - All annual software should be in IT budget.
 - New IT person will be responsible for negotiating all of these IT contracts
- Q-Would \$20,000 be available going forward to the IT Director Salary? Yes, School and Town IT combined. May possibly need someone else underneath the Director for maintenance.
- Q-Why a supplies line item? This is all toner and paper for all departments in Town Hall.
- Q-Why a DSL line item? This is the Town Hall Internet Connection
- Q-Why a supplies item for each department? Suggestion by FinCom Member to centralize throughout Town Hall and schools to increase savings.
- Q-Training line item? Company came in to train all departments. Will try to bring back and supply the schools with the same training.
- Q-Technology line item? Not specific needs but to replace some equipment and update. Barbara waits until the end of the year and spends where she thinks the greatest need is.
- Q-If get \$13K CIP money will this \$5000 go away? Keeping \$5K so that if we don't get \$13K will have some replacement money for new replacement upgrades.

Other non-related budget issues:

Continue to hold \$5,623.09 ETR for Police Detail

Barbara and Frank will get together to discuss what will be in the Town Meeting book.

Treasurer/Collector: Melanie Phillips

Page 38

- Ebills implementation in FY 2009-Waiting for DOR to decided that it's a legal bill. There will be voluntary sign up, payment link on ebill. Positives: postage, printing and envelope savings, account reconciliation will have less human error and less work involved.
 - Lock box-phasing out due to a \$10K expense
 - Important to implement an Assistant Treasurer/Collector. Melanie hopes to go to Treasurer/Collector, Assistant T/C and clerical. 3 Full time positions. Hopeful to go to payroll/human services in 2010 in line with the Charter.
 - #4 Asst/Tr payroll FY '08 PT to FT '09 a few months PT in '09. Will do this even if the charter doesn't pass.
 - Pg 39-#2 will go to #5 with salary increase if this budget passes
 - Pg 40-Prof Technical-may need someone to work with programming for ebills. May have a volunteer in the community that can do, may not.
- Q-Will IT cover this item for maintenance? Melanie thinks all should be covered for all departments
- Q-Postage-is this the whole town? This line item is anything in the Town Hall Bldg and supplies for the machine.
- Q-Is there a bulk mail permit? This is being looked into; there is currently no bulk rate. If this happens the budget would be impacted.
- Leasing-Mail stuffer/folder. New/used for \$300 per month including maintenance. There is a network link to download to print, fold, and stuff.

- OTH purchased software-contracted service, not software. If replace VADAR this could go away. If purchase a software, hopefully it would include this function.
- Office supplies-envelopes, paper, other item office needs.
- Training-Melanie cross trains in-house. Mass T/C school instate travel
- Bank charges-Fees for bounced checks

Debt Service-Melanie Phillips

Page 98

- \$98,000 in 2009 will drop off and be available in 2010
- Spreadsheets with Bond info, expirations, etc., will be sent to Wendy and passed on to Fincom this week.
- Debt Service-Number now is approximately \$20Million.
- Recommended amount for a town our size-5-10% of total budget, not more.
- Water Debt is not here, it is now in the water/sewer debt service.

Police Department-Chief Tingley, LT Boultenhouse

- No current contract, expired 6/30/07
 - Key items:
 - \$7K HS Crossing Guard- Q-could resource officer do? Not necessarily available because he handles the other schools and backs up for court/juvenile cases. This cost is directly related to the new HS.
 - Ballistic Vests-Should account for \$5K Capital request. Going forward this is a critical request, not being considered as a capital request at this time. Per Barbara-pg 158 \$16,000 should be level service not program improvement.
 - To get to 23 officers would be ideal
 - Q-How much to get to that 23? \$50K per officer for salary (\$9,000 for benefits and 1 time training)
 - Q-If more officers would there be a reduction in OT? Theoretically yes. Depending on the new contract, OT may increase because of the Emergency Family Leave days off.
 - Q-At a minimum would two-½ positions cover the 2 retiring a year from now? Yes
 - Q-Any way to build a shelter to store cars to avoid the idling of cars/cost of gas being so high? Larry-CIPC should be the ones to address that issue.
 - Q-Why idle? If snow/ice and an emergency, need to respond ASAP, can't run the risk of a car not starting. Chief says that he is trying to have the officers not idle as much because the cost of gas is so high.
 - Police cruisers-If change make and model of vehicles, set up for lights etc, may not work and then added expense for new lights.
 - Page 158-\$1 buy out-lease for 3 years. Usually this department does this, then transfer equipment if possible. 1st year lease and transfer of equipment, 2nd and 3rd years only lease.
 - Page 157-Crossing guard- \$13.39 x 60 hours. Not all working same amount of hours, additional guard would be \$7000.
 - #7 Senior Sergeant-10% increase, retiring in 3 years.
- Q-Educational credit payments, thought no cost to the town? Barbara says that the town receives some funding reimbursement from the Quinn Bill. This goes into the General Fund.

Police/Fire Communications-Lt Boultenhouse

Q-What is a permanent Intermittent? Reserve Officers that have taken the civil service exam and have gone to the police academy. Permanently on the list for possible hire to police officer.

Q-Rate of pay to replace? Perm PT 7-1 step, new come in at 6-1 step

- Have tried to increase training and received a \$5K grant to do so.

Q-How much money comes from grants or revenue? Community policing grant \$38K, additional money from Homeland security grants. \$28K to cover classes, OT, Salary, to have classes-this grant has specific uses. \$21K hope to use for an automatic finger print machine.

- Billing police details-these are billed not prepaid.

Q-Is the communication equipment up to snuff? Upgrades with state this year e-911 new. Possibly upgrading to a radio system that is digital. Working with state reps for this \$350K system. System now is good for a few more years.

- Internet phone system up and running, all are trained.

Department of Public Services-David D'Amico

Page 106

- Snow and ice-as of 3/14 at \$401,600, budget amount \$210,000.

Page 120 Building Maintenance

Page 122 Custodian Service- \$8K Have a senior citizen do the work.

- Heating and Fuel Cost-Dave looks at 2005 baseline model as a worse case energy use. Cost of 2005 and the DOE forecast number and adjusts his number to a conservative number.
- Other departments were told to use Dave's number for Heating and fuel costs. Dave negotiates prices on gas and electricity as does the school department.
- Paul Marble (FinCom) suggested that Evergreen Technologies in Hopkinton is partnering with municipalities to do solar heating with grants available for assistance.
- Elevator Services-Town Hall, Police, Library and Schools all have separate contracts for elevator services.
- Traffic Signals-Number varies year to year. The money is there to keep the traffic signals functioning. This is not the electricity cost. If hit and damaged they get the insurance companies involved to pay to repair or replace.
- Tree Warden-State required position. If appointed, must have credentials, if elected, anyone can do the job. The consulting fee pays for advice or opinion. Currently an appointed positions.
- Road Repair-Page 116. This has been the same expense number for years. Every 2 years it goes out to bid. Covers curb repair, drainage repair, and pot hole repair is in the snow and ice budget. There is no number as part of this to repair or redo any roads this year.

There is additional money in this budget to participate in a Sampling/testing program. This will test 40 locations where water discharges. The DEP and Charles River Water know towns don't have the money so the DEP is starting a Storm Water Utility fund to improve quality of storm water. The selectmen are not entertaining this idea for a warrant article at this time.

This is not the time to financially ask the taxpayers to pay into this fund.

- Fuel Contract-currently fuel is not under contract because we don't have storage for bulk fuel.
- Tree Work-Increase from \$9K to \$20K. Current budget only accounts for minimal work. This looks at trees over roads and clean up. Verizon and Nstar do their own wire pruning and don't consider the health of the tree.
- Line 5211 and 5212-Electricity and heat cover the highway barn and wash bay

- Snow Removal-Page 132-

\$401,000	YTD
\$495,000	Winter 2005
\$210,000	2007

\$191,600 over budget

Pot hole fixing included in this number. Contractors included as well.

- Page 134 line 5487-Savings will show in other areas if purchase a new one. ½ worker in Highway will drive the 2nd tractor.
- Street Lights-Page 112-There was a program a few years ago to replace and involved in a rebate program. There was no money at the time to fund so financed the lighting. Only 1 payment to pay in 2009, none in 2010. This has saved approximately 62% in energy costs.
- Parks-Page 137-
50 Winthrop-No mentioned to Dave yet, so nothing in the budget for that property
Swimming facilities-Water quality testing continues and the swimming quality is being maintained.
Explanation of revolving accounts-to help upgrades and maintain parks. Softball, lacrosse and Popwarner pays to use the fields.

Fire and EMS-Chief Vinton

Page 152

- Increases are contractual
- Holiday line 40-by contract required for '09 budget
- OT-more people use because EMT's are in this budget and if they are at the end of their shift and they get a call they have to finish the call/run and thus get paid OT to finish.

Q-Is the equipment ok? There is an engine in the Capital budget. Fire alarm system needs some work, looking to fund through the Planning Board and agreements with developers.

- \$400,000 in Federal grants for protective clothing, exhaust systems and the like. They apply for this every year.
- Page 218-EMS supposed to be a self-funded enterprise fund. Projected that there will be enough revenue in '09 to not have to use the \$50K that was subsidized at FY'08 Town Meeting. If he doesn't need to use it, he will sit on it until next year.

- There are no EMS grants

Q-supplies increase-based on the number of runs, cost of oxygen.

- Fuel estimates come from Dave D'Amico
- Indirect costs-increase in insurance for employees and other benefits.

Motion to adjourn by Joy, second by Phyllis, approved by all present 2:10pm.

Respectfully submitted,

Wendy Harrington
Finance Committee Secretary

Minutes of Finance Committee-Draft

DATE: March 19, 2008

LOCATION: Medway HS Library
Summer Street
Medway, MA 02053

PRESENT: Frank Faist, Joy Smith Dahl, Phil Giangarra, Ned Myers, Robert Kenney,
Paul Marble, Jan Fish, Eric Arbeene, Larry Ellsworth

ABSENT: Mark Brown, Phyllis Cerel

GUESTS: Allen Tingley, Dennis Crowley, John Forresto, Rich Dunne, Andy Espinosa, Susan
Connolly, Diane Borgatti, Glenn Trindade, Suzanne Kennedy, Dave D'Amico,

PURPOSE: Board of Selectman's Budget recommendation presentation to FinCom

Robert Kenney called the Finance Committee (Fin Com) meeting to order at 7:10pm.

Attached to the minutes will be a copy of the BOS recommended budget to FinCom.

This is something new that has not been done in the past.

The selectmen wanted to give the FinCom their rationale, deliberation results and goals behind their recommendations.

The selectmen wanted to make sure there is a clear outline of their priorities

1. Continuing to improve Town Hall operations by moving from a "basketcase" to a "well run town"
2. Public Safety
3. Schools have suffered real issues over the last few years. They would like to give the bulk of the Chapter 70 money back to the schools.
4. Other: Library operations

The Board of Selectmen will not discuss Capital Investments tonight. CIPC will address after March 31, 2008. The BOS cautions to carefully consider the cost of the above mentioned projects and their financing.

Ran 3 different scenarios

1. \$600,000 additional money
2. Ch 70 money only
3. All money, lottery included

To level service everyone, needed \$41,932, this is assuming after meeting with the legislature that we will have \$962,000 coming to us.

School v. Roads

Biggest Bang for the buck on Schools

\$290,000 - \$300,000 use a portion of it to finance road repair, not use it ON the road repair. Borrow 2 ½ to 3 Million. This is only an idea if we want to fix the worst roads to show we aren't ignoring them and put back items that were cut over the last few years.

DPS

\$21K increase the snow and ice budget

Annual spend \$350K on average. Can carry forward if a light year. If there is an excess the money can go to free cash and build up reserves.

Town Accountant

\$10,500 Audit- Ask an outside auditor to take a deeper look at three departments; water, sewer and health. These departments would come to the town via the charter.

Consultant fees/salaries-Assistant Town Accountant going for certification as a purchasing agent for more responsibilities and an increase to grade 10. She's taking the accountant test now and then there will be a back up for the Town Accountant.

BOS/TA

Upgrade Junior Dept to Assistant Town Administrator. It is impossible for the TA to do each job to the best of her ability. There is no time. Charter recommends HR. HR issues are complex and would be dealing with unions etc. HR for Town and Schools-not there this year but and Ass TA and Clerical will help.

Overall this will increase the operations in Town Hall. The TA is a critical position and there needs to be enough support in this department.

Long term disability

This is a program improvement. \$17,200 expense we will be discussing over the next year, will not be financing this year.

Program Improvement

Has not been funded

Tricentennial Fund

300th Anniversary of Medway is coming soon. There will be a separate warrant article to establish a fund and establish a centennial committee.

Building Department

Building inspector is a single person department. He works a four-day week throughout the year and no vacations. This proposal allows him to take vacations and work full time the rest of the year. Deputy Bldg Commissioner would be on call to cover his vacation time. We are not recommending to cover the funding of PT to FT secretary.

Fire Department

Increasing on-call from 23 to 32. Providing \$29,400 towards equipment for them and training, physicals and stipends. There is an opening for a Captain and a Lieutenant and this stipend is helping to fill this chain of command.

Eliminating funding for FT secretary and reducing by \$19,009 to a 19 hour PT Secretary

Chief is fine with \$17,200 for equipment not \$29,000 as program improvement requested.

Town Administrator has just started looking into the search for a new Fire Chief. Search process could take months. Chief Vinton is retiring in June. Money not spending on his salary during the process would go towards a new chief salary. Suzanne will look into a search group for the new chief.

MIS/Technology

Software Annual Maintenance-\$5000 contractually obligated.

What does the maintenance pay for?

1. Answer the phone
2. Software updates- one or two times a year security feature
3. Product upgrades

No maintenance on the original purchase

Training-\$5,000 over and above what already in the budget. Doing this again throughout Town Hall and extending to the school. This will help with cross training. Selectman Forresto's company has been looking at the equipment needs on a "pro bono" basis for the town. This is all being done to improve the IT infrastructure.

Library

Facts:

- Library certification
- Unable to put \$250,000-\$300,000 into the library
- Library trustees working hard to keep the library open the minimum number of hours. Money from the Turchinski fund is helping to do this using the interest on the fund money.
- \$58,000 will allow the library to not have to dip into the principal on the trust fund.
- This money will allow the library to be open more hours.
- Selectmen talking with Millis to possibly combine facilities and staff. If not permanently just on a short-term basis. By beginning these discussions they are thinking outside the box. Thinking maybe two branches with one staff.
- Another alternative-Selectmen will be working with legislative delegation to get the library board to certify us like they did with the Town of Randolph.
- Minuteman fee is partly contractual. There is a penalty to get back on to Minuteman if you don't pay at all.
- Reduction approximately \$20,000 annual fee if not contracted with Minuteman.

Masterplan

This is a huge undertaking and a critical one. For state funding this would be a key component for the collection of data.

The Planning board oversees but is a function of the Master Plan Committee.

Planning Board

1. PT clerical help for supporting the planning board

2. Increase Planning Coordinator's salary ½ step this year. A Qualified Town Planner paid as a Planning Coordinator.
 3. \$975.00 for a computer for the clerical assistant.
- This is not only necessary for day to day planning, but for looking down the road to the future. Reactive to strategic.

Police & Fire Communications

Take the Dispatch coordinators out in the field and see what the officers are doing. This will help to familiarize them with the police/fire/EMS functions and create better communications. Dispatchers tend to move to the patrolmen positions.

Police Department

Two officers retiring that need to be replaced. The replacements must go through the academy and we must fund these positions. This budget has factored in salaries saved because of retirement and getting the new officers trained.

Crossing guard at the HS-This needs to be funded because the hours are during peak times and other officers can not cover this position.

2 Police vehicles-100k miles of constant usage. Will potentially reuse one for health agent.

Ballistic vests-26 are needed and the money is key to paying for these vests.

Treasurer/Collector

e-bill-\$3,000 expense-1st town in the area to take this approach. Work is done in-house, will save the Town money and will help to become a paperless Town Hall.

Assistant Treasurer/Collector	\$9693
Assistant Treasurer/Payroll	\$2705

All office personnel will be cross-trained, increasing responsibilities with pay increases and benefits will remain the same.

Reduction of consultants/prof tech (\$10,000)

Lease copier upgrading to mail stuffer-\$3600. This is now done through a service. With this new machine it will be done in house. Lease for a few years and then purchase for short money. The Board of Health, Water/Sewer and Town Hall will share this expense. The schools/town going to the same vendor for copiers etc so as to consolidate costs across the town as a whole.

\$964,296
- 41,932 general fund
- 359,815 to Town
562,549 to School

30% Ch. 70 money going to the Town 70% Ch. 70 money going to the school
The \$562,549 goes to the school and they have control over the money that is allocated to them.

Questions from FinCom

Q-If this budget passes will this be the 2010 Level Service Budget?

A-Yes

Q-There is no CIPC number listed in your recommended budget.

A-CIPC will present their priorities for consideration.

Q-I have great concern for forecast of revenues with property taxes dropping due to real estate values decreasing.

A-History shows cherry sheet will be consistent with the prior year and hasn't reduced in 12 years. We are confident with Ch. 70 money going forward.

FinCom thanked BOS for a clear presentation with a conservative stand.

Motion to adjourn by Ned, second by Frank, approved by all present 9:55pm.

Respectfully submitted,

Wendy Harrington
Finance Committee Secretary

Minutes of Finance Committee-Draft

DATE: March 26, 2008

LOCATION: Sanford Hall
Village Street
Medway, MA 02053

PRESENT: Frank Faist, Joy Smith Dahl, Phil Giangarra, Ned Myers, Robert Kenney,
Paul Marble, Jan Fish, Eric Arbeene, Larry Ellsworth, Mark Brown, Phyllis Cerel

ABSENT:

GUESTS: Mary Jane White, Suzanne Kennedy, Barbara Durand, CIPC Committee, Glenn Trindade, Tri-County Administration (Barbara Renzoni-Superintendent, Mark Wood-Principal, Steve Dockray-Business Administration, Linda Reynolds-Medway Rep.

PURPOSE: Budget presentations to FinCom

Robert Kenney called the Finance Committee (Fin Com) meeting to order at 7:02pm.

Mary Jane White-Town Clerk

Attached to the minutes will be a copy of documents MJW presented to FinCom. Included are Current Responsibilities, letter dated 8/30/06 to BOS regarding Town Clerk position, FY 04/05 Town Clerk salaries chart, and Ledger History-Variance-Revenue Ledger.

Currently FT at \$52,304, MJW is requesting a change in her initial request to BOS a salary change for herself from \$53,843 to \$58,000 based on what she does as a department head, what she does herself and a survey of other town clerk's salaries. MJW believes she is the lowest paid Dept Head in the town. She understands this must be voted on at Town Meeting but looking for a recommendation/support from FinCom.

Q-Where did you get these Town Clerk Salaries?

A-I called other towns and asked them.

Q-Will the incoming software help to alleviate some of your workload?

A-Not sure if it will affect or not. A lot of the systems the Town Clerk uses are state software.

Q-Does the increased payroll include the \$1000 certification fee?

A-Yes

Q-What is your wish list item?

A-PT employee to FT

Q-Do you get regular reviews?

A-No

Q-When was your last increase?

A-Last year, 2 ½ to 3% increase.

Final thoughts-a 9 ¾% increase includes state certification. This would need to be voted on at Town meeting.

FinCom will take into consideration.

CIPC

CIPC recommendations attached.

Suzanne Kennedy

Cash Capital=desire to provide capital acquisitions without acquiring long term debt.

Essentially picking the capital projects for the next 5 years.

Melanie Phillips: While under deficit financing we can continue to piggy back on the Commonwealth.

Recommendation

No road work done this year.

\$300,000 Ch. 90 money this year

\$300,000 potential Ch. 90 money next year

plus \$300,000 bonded = \$900,000 for Road work.

Q-Could the \$50,000 study for town barn be done under bond.

A-\$50,000 study is done under MA Law. Study would take care of location, architect, cost analysis.

The barn is currently falling down. We need professional help with the rest. This number doesn't include drawings.

Q-Should the items with a short life span be bonded over so many years?

A-This is state law which is mandated for bonding. The potential life of the item does not matter.

Q-School energy items-There needs to be a revamping of the number because the school put this number in as well.

A-Dr. Grandmont will be withdrawing Article 15, since having met with MSBA last week. There will be a feasibility study that will take place. MSBA repairs will compliment the energy management systems mentioned here.

Q-File Server upgrade-Hosted solutions have been discussed and the school has an IT director.

A-All this depends on the Charter and if a town wide IT Director is in order.

Financial Software- Barbara Durand explained that a quote is attached. John Forresto's company began a needs assessment free of charge to the town. This software would work for Accountant/Treasurer-Collector/Town Clerk/Water/Sewer/Trash. An RFP will go out. There will be cost savings analysis along with the needs assessment. Barbara sees this as changing the efficiencies of the job functions not eliminating of jobs. This should enable us to free up people to get other jobs done.

Glenn Trindade-

- Reports will easily be prepared
- Budgets to actuals
- Savings of time
- Bigger, better, faster reporting

- Make us a better operation
- Produce budgets for the future
- Comparing other things (ie Town clerks position)
- How we can make our departments better
- Town accountant internal audits

Trying to see if other groups (planning board) requests for software could be combined so as to save money and have all departments be with one vendor not multiple.

Q-Is \$1,395,000 actual or close?

A-Possibly less. Tried to be conservative but don't want department heads to come back because they are over budget.

Q-What was the criteria for the ranking?

A-Individual's ranked in each own way.

Q-Can you bond a fire truck over 10 years?

A-Initial ban takes 1 year off, leaves 9 more years. Melanie will work with Fiscal advisor to make sure appropriate scenario.

Melanie-Interest rates are low right now, maybe this is a really good time/reason to do more projects now. Maximizing what we can do now by borrowing and free cash.

TriCounty Regional Vocational High School

Barbara Renzoni-Superintendent

Mark Wood-Principal

Steve Dockray-Business manager

Linda Reynolds-Medway Representative

\$653,527 or 4.75% increase this year.

There is a multi page budget document and a 2 page document that explains the numbered items throughout the budget.

1. page 1 NEASC 1 year expenditure, every 10 years
2. page 3 Legal Services
3. page 3 salaries 33 academic teachers, no new this year
4. 47.5 vocational teachers, no new this year
5. 8 resource room teachers \$24,000 increase
6. substitutes-reduced by \$20,000 based on last year
7. Reduction of 1 paraprofessional
8. Professional development down \$40,000 but re-classed into prof. Development and tuition reimb.
9. Reclass from professional development
10. English books increased \$13,844 Gr. 9 & 10 sets
11. Math books down \$12,750 no new sets this year
12. Social studies, no new books
13. General supplies increased \$10,000 has been under budgeted for years
14. Instructional technology increased \$29,500 upgrade of two computer labs which are 6 years old.
15. Student Info guide-decreased by \$26,900, publish book of studies every other year.
16. Contracted transportation increase of 5% new 2 year contract
17. Reclass from service contracts increase of \$35,000

18. Building maintenance-no FY'09 projects
19. Reclass decrease by \$36,500
20. Unfunded contractual obligations-Increase \$85,000
21. Insurance increase 22%
22. Retired employee insurance increase 22%
23. Renovation projects increase \$19,687
24. Building equipment decreased \$42,000
25. Network management-re-classed to instructional technology

Last year kept under 4%, budget committee requested keep under 5%.

2008/2009 increase in enrollment to 32 students. Transportation has been included but no new teachers. Medway has 12 Freshmen attending TC in 2009.

Each town in the district (TriCounty District) votes to approve/disapprove the assessment given to each town. 91% of the assessment is non-negotiable. 2/3 of the towns (or 8 towns) need to approve the assessment or TC must readjust the assessment.

There is Ch. 70 money to TriCounty. Because of increase in enrollment, this year it is approximately \$600,000 in Ch. 70 money. This money is spread among towns to reduce the assessment.

TriCounty's other sources of income are grants, fundraising, an auction event and continuing education programs.

Cost per student \$14,000 per year.

Attached: Determination of City and Town
Assessment 2008-2009 summary sheet

Other items:

Other department budget presentations
4/2 BOH, Solid Water, COA, Library
4/3 Assessors, Planning Board,
4/5 Budget Deliberations
4/9 CIPC

Motion to adjourn by Phyllis, second by Jan, approved by all present 9:45pm.

Respectfully submitted,

Wendy Harrington
Finance Committee Secretary

Minutes of Finance Committee-Draft

DATE: April 16, 2008

LOCATION: Sanford Hall
Village Street
Medway, MA 02053

PRESENT: Frank Faist, Joy Smith Dahl, Eric Arbeene, Paul Marble, Ned Myers, Jan Fish, Larry Ellsworth, Mark Brown, Phyllis Cerel, Phil Giangarra

ABSENT: Robert Kenney

GUESTS: Suzanne Kennedy, Dennis Crowley, Barbara Durand, Andy Espinosa, John Foresto

PURPOSE: Continued discussion/voting on FY 2009 Budget

Frank Faist called the Finance Committee (Fin Com) meeting to order at 7:04pm.

FinCom Budget Review

Larry Ellsworth presented and FinCom reviewed the attached spreadsheets. Page 1 is through the month of March and page 2 is updated through April 16, 2008. There was a payroll reconciliation change this month. FinCom has spent \$23,009.94 YTD.

Warrant Book for Annual Town Meeting

Frank Faist gave an update on this process and the final cost of \$2,600 for everything involving the printer. Frank is confused as to the cost of \$1,600-\$1,700 for postage and will clarify but believes we should be under budget. Frank is confused at the increase in this expense from last year as this years warrant articles make this years document more lengthy.

Frank continues to have questions regarding the bulk rate and the permit that the PO has explained is issued to the Town of Medway and has been renewed this year at a cost of \$175.00. The #29 is the Town's permit number but the PO has no record of who paid the \$175.00 and why there is a balance of unused postage of \$40.00 at this time.

Salary Line

Joy questioned if it is possible to transfer salary to expenses. And it was clarified that it can be if salary line falls short.

Articles that still have not been voted on

Article 2

Omnibus Budget

Motion by Phil to approve the Omnibus budget, Article 2, second by Jan; Discussion: Phil asked if there were any changes last week, those changes were explained to Phil; all in favor, motion carries.

Article 11

It has been recommended by Mark Cerel that "To be Determined on Town Meeting Floor" be added as the FinCom recommendation. A specific motion will be made with specific amounts. This is for discussion purposes. Prior to Town meeting at 6pm the numbers will be available and will be voted on before Annual Town Meeting. Frank will add this line to the Article for the Town Meeting Warrant book.

Article 12 Revolving Fund for the Library

Motion by Phyllis to approve Article 12, second by Larry; Discussion: Is this an existing fund? Yes it is. All in favor, motion carries.

Article 13

Motion by Larry to approved Article 13, second by Phyllis; no discussion, all in favor, motion carries.

Article 14

Motion by Ned to approve Article 14, second by Larry; no discussion, all in favor, motion carries.

Article 15 Renovate the Middle School

The school is not ready to move on this article and will recommend dismissal of this article. The moderator will ask if there is a positive motion from the school department. Frank recommends that this motion be dismissed now, as there are not enough information to act on it now. It was mentioned that the school would need to prepare a cost analysis and plan, which they are not ready to do at this point. **Motion by Ned to dismiss, second by Paul; no discussion, all in favor, motion carries.**

FinCom Action Items

A discussion took place regarding outstanding action items. It was agreed that going forward the Secretary would keep a list of action items and review monthly for follow-up/completion. The secretary will go back through minutes and add items to the list.

FinCom Meeting Minutes

Minutes were read and changes presented. Not all members had read the minutes. The secretary will go through, make changes and email to FinCom again. Final approval on Meeting minutes of Feb 13, Mar 12, Mar 15, Mar 19, Mar 26, Apr 2, Apr 3, Apr 5 will be voted on at a future meeting.

Secretary Time Sheets

Motion by Joy to accept and pay the secretary for 54 hours in the amount of \$676.08, second by Larry. Discussion: Can money be moved, as there is only \$195.00 in the expense column. Barbara explained the bottom line is FinCom money and may be moved accordingly. All in favor, motion carries.

ETR for police detail-prior year debt-outstanding ETR

Barbara requested to table this item. This may be a Special Town Meeting Article.

Budget presentation/discussion: Suzanne Kennedy and Dennis Crowley

Suzanne explained that the Selectmen met and all agreed to work with the FinCom and vote unanimously on the requested changes. The Selectmen would like the Warrant book to show one column BOS and one column FinCom and have the column's mirror each other. The intent is to have the two columns identical with the idea that this will show due diligence and collaboration between the two boards.

Library

Dennis wanted to clarify and make sure that FinCom's understanding of the \$22,000 that was given to the library would mean that the Medway Library would be able to be re-certified in 2010. Jan's understanding would be that the \$22,000 would allow the library to open 32 hours to help with the re-certification process. Dennis said he is guardedly optimistic and he would expect that the library would be re-certified in 2010. Joy's interpretation was that it is not a guarantee but a high

possibility of being re-certified in 2010. Ned asked if the Town is going to pursue the legislative option like the Town of Randolph. Dennis explained that Glenn Trindade has been having a dialog with Rep. Vallee's office on this issue. Dennis believes it is doubtful for 2009 but possible for 2010.

Warrant

Suzanne explained that the Selectmen voted to open and then close the warrant to add an article requesting the COA revolving account authorization for FY09.

Revolving fund article for COA

Suzanne explained that she and Barbara mistakenly felt this attached article could be a Special Town Meeting article. Their liaison explained it could only be re-authorized as an account for Annual Town Meeting. There was a warrant adopted today for this article to continue.

Joy asked since it says Norfolk Commuter Rail does this prohibit service to Franklin? Dennis explained that it says or any other transportation services.

Motion by Ned to approve, second by Larry; Discussion: Frank will put this as Article #30, all in favor, motion carries. Suzanne advised Frank he could send the final recommendation of the warrant to her after it was updated.

Article 9-Barbara Durand

FinCom did not vote on Free Cash in Article 9. At the time CIPC didn't have the Oil tank removal listed. Suzanne is meeting with Dr. Grandmont and he will give her a copy of the total project expense bill of \$72,332.00. There is a grant to cover 50% of eligible expenditures, \$36,000 expense would be the balance paid from Free Cash. Question was asked if it is a regular act to take money out of Free Cash to pay old bills. It was a warrant article in 2007. The project began in FY 2008. The initial cost was approximately \$50,000.00 but finding the tank made for the increase in cost. All expenses associated have been submitted and to Suzanne's knowledge and there are no other costs associated going forward.

Joy clarified that we are only reimbursing \$36,000 to the school. If the school does not obtain enough grant money to cover the entire balance, they will have to make up the difference on their own.

Motion by Larry to revoke Article 9 with the changes, second by Phyllis; Ned abstained; all in favor, motion carries.

Free Cash Analysis-Barbara Durand

There will be an Article at a future Special Town Meeting (STM) to move \$192,000 to Snow and Ice and Article 9 in the ATM that was just approved \$86,000 will be presented. The remaining free cash is \$246,934.00 which is right in the ball park of the \$250,000 that Barbara recommended to be "reserved" to fall to FY10 Free Cash.

Joy asked if the entire \$923,000 of FY08 Free Cash allocated during the January STM was in the regular Stabilization or if some was allocated to the Storm Stabilization. Barbara explained at STM \$923,000 went into undesignated/main stabilization fund only.

All articles have been approved.

Motion to adjourn at 8:10pm by Ned, second by Larry; no discussion, all in favor, motion carries. Next meeting Wednesday May 14, 2008 Sanford Hall

Respectfully submitted,
Wendy Harrington
Finance Committee Secretary

Minutes of Finance Committee-Draft

DATE: April 2, 2008

LOCATION: Medway HS Library
Summer Street
Medway, MA 02053

PRESENT: Frank Faist, Joy Smith Dahl, Eric Arbeene, Ned Myers, Robert Kenney, Paul Marble, Jan Fish, Larry Ellsworth, Mark Brown, Phyllis Cerel

ABSENT: Phil Giangarra

GUESTS: Barbara Durand, Suzanne Kennedy, Mark Flaherty, Bill Fisher, Bob Speroni

PURPOSE: Budget presentations to FinCom

Robert Kenney called the Finance Committee (Fin Com) meeting to order at 7:05pm.

Planning board packets have been handed out for review before Thursday April 3, 2008 meeting.

Saturday morning we will begin deliberations on the budget. Please highlight any questions/items you wish to discuss in preparation for Saturday's meeting. We would like to be as efficient as possible.

The Town Moderator will hold an informational session on Town Meeting procedures on April 10, 2008. Frank and Joy will attend to represent FinCom.

Water/Sewer Mark Flaherty

Page 216 of the budget book.

- Indirect costs up each year based on the increase in employees. Indirect and combined were combined in 2008 but are items in this budget.
- All utility costs increased.
- Village Street well should be up by the end of the month.
- Working on acquiring property for well #4 by the end of April, finished by Oct/Nov. Putting out contract in June to start construction right after. Difficulty obtaining property, in negotiations. Should be resolved in the next three weeks.
- Headcount staying the same
- OT and Stipends-OT based on water breaks and flushing. Stipends-\$75 a week to be on call, rotating schedule.
- Longevity-2 employees, based on how long on the department. After 10 years able to be on longevity.
- Rate increase-As of 5/1/08 10% residential increase, 20% commercial. This money will cover future debt/projects. Anticipated revenues will exceed the debt, budgeting conservatively.

Q-Can you charge for water service for people who don't have town water (ie Fire hydrant use)?

A-No you can not.

Q-Dept budget Pg 216 5700. What costs 8.50 p/gal?

A-DEP enforced regulation. 8.50 per million gallons

Q-Line 5530 What is PW Supply?

A-All supplies for water breaks. Paving, gravel, replacement material, additional equipment if a drill breaks also for leak detection program. This number is based on historical average.

- Page 214-Not actual number. Updated 2/21. This has a warrant article related to it, which will appear together in the warrant.

Q-When well comes online will that help the water quality?

A-Yes, when Village Street is up and running it will help and will be able to flush and get sedimentation down.

- Sewer Page 144-This is 1 week a year pay to inspect sewer manholes.

Board of Health Bill Fisher

Page 182/183

No employee benefits, rolled into indirect costs

Q-Asked about the warrant article to purchase a used loader.

A-This would be purchased out of the enterprise fund and the old machine would be kept as a spare, sold or shared if the charter passes and DPS will be combined with BOH. This shared expense must be documented.

Q-How are fees that need to be collected going?

A-Title 5 are slow, Restaurant are standard.

Solid Waste and Recycle Bill Fisher

Page 223

Raise revenue in two ways; Flat fee and sale of bags.

Bag purchase line 5488

Q-Do stores make a profit to sell bags?

A-.05 per package

Recycling is increasing. More money to be made there. Only 40% of households participate. If number were to grow we would save more money annually.

Leasing Cruiser v. Buying

Barbara Durand-See attached document

- Cruisers have three year life for police
- Barbara says that vehicles can not be bonded. Historically, other community's cruisers don't have a 5year life for bonding. The value at the end of 5 years is so low would you want to keep making bond payments? Not in Barbara's opinion.

Warrant Book Frank Faist

Suggestions to save money: No color graphics, it cost \$1,000 more last year for color graphics
Over all with no color within or on cover will save \$1400

Use town seal on cover

Newspaper quality paper

5200 copies with bundling and delivery to Medway PO & Town Hall

\$2600, last year \$4800

\$1100 postage fee

It may make sense to apply for bulk rate now. Suzanne will start to work on that. Postage rates are due to increase again soon.

Building Department Bob Speroni

Page 178

Difference to program improvement \$4400

Deputy Building Commissioner works 40 hours 4 weeks per year to cover Bob's vacations. Bob has not been taking vacations since 1996. He's been working 4 days a week and taking Friday's off.

Q-Any seniors who could volunteer for tax benefit?

A-Have in the past. Only certain things they can do. Fairly sophisticated software, not sure a senior can do the process with this software. They have been helpful with answering the phones etc.

Obvious deficiency with no FT secretary. No one is in the office when people come in to ask for instructions on how to file; not all people can file online. Some people would rather come in and ask questions.

Housing market is down but the construction is not. There have been lots of permits for renovations and additions.

Since FT secretary went to PT, Bob has had to do more clerical and can barely keep up.

Q-Does building department collect fees?

A-Yes they go into the general fund

Q-Could we offset the money for FT from the fees?

A-Suzanne: We already set the revenue stream equal to expenses.

Q-2008 are we ahead or behind in collection of fees?

A-For Town, on target, for building, not sure.

Calendar year	Bldg permits	All permits	Fees collected
2007	578	1600	210,000
2006	582	1100	128,000
2005	600		192,000

Besides Building this department is responsible for Wiring, Plumbing, Gas and Seals and weights and measures.

Rates are in line with other towns.

Q-Software the planning board purchasing, would the Bldg dept be included?

A-Permitting will not apply to Bldg Dept. Will help to some degree

Q-Who is Earl Vater?

A-Appointed by previous town administrator for local inspector. Can do if Bob is out in unforeseen circumstances. Only for short periods of time. Earl works FT for Bellingham.

Q-Page 179 line 4 \$4,594?

A-Had a senior volunteer for 2 months. After senior hours were done she was then hired. \$28,500 ½ of secretary who left at a higher rate of pay.

Q-What's program improvement?

A-1/2 to FT 19hr to 40hr

Deputy Bldg Commissioner will allow for Commissioner to take 4 weeks vacation.

Q-Could other inspectors (wire, plumbing) be cross-trained?

A-Not usually disciplined, would have to be certified.

Most other towns have assistants.

Other items

Dennis Crowley has spoken to Chief Vinton regarding the fire truck replacement. The truck in question could possibly go another two or three years. Suzanne having the truck looked at professionally and looking at the bucket truck as well.

CIPC is supposed to prioritize their recommendations. They were encouraged to give this information to BOS. May get a changed version by week's end. This group did a very comprehensive study. If Suzanne had her druthers percent debt service to revenue reduced. Next best, do not incur more debt service.

Frank wondering if CIPC could do a write-up for the warrant book. Suzanne will check with them. Frank will send Suzanne what the prior CIPC group prepared for the warrant book.

Rob has requested from the School Committee their supplemental budget.

Motion to adjourn by Frank, second by Larry, approved by all present 9:44pm.

Respectfully submitted,

Wendy Harrington
Finance Committee Secretary

Minutes of Finance Committee-Draft

DATE: April 3, 2008

LOCATION: Medway HS Library
Summer Street
Medway, MA 02053

PRESENT: Frank Faist, Joy Smith Dahl, Eric Arbeene, Robert Kenney,
Phil Giangarra, Jan Fish, Larry Ellsworth, Mark Brown, Phyllis Cerel

ABSENT: Paul Marble, Ned Myers

GUESTS: Suzanne Kennedy, Dennis Crowley, Wendy Rowe, Margaret Frickens, Missy Dzikczek,
Susy Afleck-Childs, Andy Rodenhiser, Pace Willisson

PURPOSE: Budget presentations to FinCom

Robert Kenney called the Finance Committee (Fin Com) meeting to order at 7:05pm.

Library

Selectmen recommend \$107,342 + \$58,000. This will keep the trustees from spending the interests on the trust fund. Currently open 20 hours per week, this \$58,000 will enable the library to be open 24 hours a week. Donations of approximately \$25,000 a year will help to pay for materials. The State requires being open for 32 hours for certification.

IF received \$107,342 + \$80,000 this could enable re-certification in 2010, not 2009.

Q-What kind of drop off, have you see reducing hours from 32 to 24 hours per week?

A-Circulation has decreased because we don't always have what they are looking for.

Q-Are you open Saturdays?

A-Now with the help of grant money we are open on Saturdays.

Q-Didn't you get a grant to pay to update the computers?

A-Yes, we have not done that yet, but it will be done soon. We did fix the roof and the heat.

Q-Staff tech service, what is that?

A-That is a circulation librarian that works full-time even though the library is only open 24 hours. The circulation library has a lot of behind the scenes work to do.

Q-What would happen if you went off of Minuteman?

A-Would have to change all the coding and computers to something else and then when go back to them would have to change back. It's not worth it to change and Minuteman would charge a fee to leave and a fee to sign back up.

Q-Selectman Dunne talked to us about sharing services with Millis. He has spoken to the Millis Trustees. What can you tell us about this?

A-Lots of things in the way. The state won't let you have one director between two towns.

Q-How many volunteers do you have?

A-Approximately 12. Without them there is no way we could get all the work done.

Q-Are there other grants you could apply for?

A-We can't apply for most grants because we are not certified, but used to receive grants for story tellers, famous authors, reptile shows etc.

Q-If got \$180,000 this year and \$180,000 next year would you be able to get recertified?

A-Yes

Q-What kinds of programs are you able to offer young readers with the library in the state it's in now?

A-We have a preschool teacher who has volunteered to run a story hour once a week. Lots of kids attending and lots of books in and out on that day.

Q-What are the hours and how do you accommodate to reach each demographic?

A-We stagger the hours to get after school, one dinner and one morning. The Morning is always crowded.

Q-If had extra \$22,000 could you have more programs for kids?

A-Debating services or more books, I would probably buy more materials instead of story-hours.

Q-I don't see any maintenance in your budget, how are you paying for maintenance?

A-Weekly cleaning is paid for with a grant. Wendy Rowe is cleaning the bathrooms on a daily basis.

Q-Is there a fee to use the meeting rooms?

A-Girl Scouts and Community Ed pays \$10 per use to use the rooms downstairs. The local Banks pay \$25 per use for seminars etc.

Q-OPS line item of \$8,091. At ½ year only 631.00 and then nothing more, why?

A-A grant is paying for this line item. This was from a special legislation grant that the state gave after having "friends in high places".

Q-What happens with fine money?

A-Damaged book money is kept by the library. Overdue fine money, approx \$12,000 a year goes to the general fund. DOR mandates that this money can not be kept by the library.

Q-Have the Master Plan Survey results been tabulated yet so the FinCom can see the will of the people (based on survey respondents) regarding library hours and services?

A-Per Andy Rodenhiser and Susy Affleck-Childs the results are not yet ready for review.

Council on Aging Missy Dziczek

Page 186

The only increases are in heat and electricity and these amounts we were told to put in.

Q-Is this amount sufficient enough to pay to heat the addition if/when it is finished?

A-I don't know but I will make it work, one way or another.

Hoping to have the addition finished by fall at the latest. BOS is recommending CIPC fund with a warrant article to finish the addition. COA went out to bid. One was unacceptable. Looking for \$185,000 to complete.

Q-When would the money be available?

A-Suzanne explained that if we Ban (bond anticipation note), money will be available in October, but she may have other sources available before that.

Q-It appears that the van and bus drivers salary have gone away.

A-GATRA money will be paying for those drivers.

Q-Nurse line item

A-Funding for the nurse from a grant. This is the second year of the grant. Slowly trying to get the nurse onto the town budget.

Q-Last year you told us you needed new vehicles but not this year?

A-GATRA purchased anew bus and van, they pay the fuel and maintenance too.

Q-Outreach worker, why \$10,000 increasing to \$18,000?

A-Increasing the outreach from 10 to 18 hours and increasing the nurse too.

Q-Page 187 trash line, the number has changed

A-Ordered a dumpster because of the addition. Addition didn't finish so got rid of the dumpster and went back to barrels.

Q-Do users pay fees?

A-Yes to participate in some events, some are paid with grants or friends of the elder. The town doesn't subsidize any of them.

Q-What does purchased services include?

A-Cleaning, fire alarms and checks, fire extinguishers

Q-What if you go over budget?

A-I take money out of salaries to cover the overages. Missy doesn't work as many hours in order to stay even.

100 volunteers

75 volunteers are eligible to work for tax credit for departments within the town.

Dennis Crowley-The Senior Center addition was to be funded by an over 55 developer donation that fell through. The general account will loan out the money to finish the addition and then a developer will repay the money when an over 55 development is built.

Planning Board Budget Andy Rodenhiser and Susy Affleck-Childs

Page 66

Results of the survey are still being tabulated. Most of the results came in the mail and the results will be given to the Master Plan Committee.

Program enhancement gives PT assistant and Planning Board Assistant (Susy)

Q-Did you get additional certification?

A-No but working a more involved job. But I do have professional training as a planner. Andy stated that Susy's experience requires the increase.

Q-What will the addition of PT and increase in salary do to help the town?

A-Classification now is secretary. The work she does is higher than that.

Q-Are there items that can't get done now that will get done with the PT help?

A-Yes it will help to bring in additional revenues for the town. A FT planner should be paid close to \$63,000.

Q-Line on page 68 Legal Advertising, what is that for?

A-For zoning advertising which cross references to Selectman's legal advertising budget.

Q-The supplemental list suggests that the FY08 FinCom ETR approved to pay for the Master Plan survey printing is including in your level service budget request. Is this the case?

A-Yes, it was added in to the FY09 budget request. If the Master Plan supplemental budget is approved that money can be deducted from the Planning Board budget.

Board of Assessors Pace Willisson

Page 34

Last two years, no administrative assessor.

Wrote the budget to have one.

Page 36

Q-Level Service revaluation is \$30,000 why?

A-Page 37, \$10,000 increase needed for cyclical inspection.

Suzanne Kennedy

Side note regarding the Charter. Introduced informally to legislature. Will go to the senate tomorrow. Enacted hopefully next Monday.

Planning Board Warrant Articles

Copy of all articles and maps are attached to minutes. These conclude the warrant articles to be presented by the Planning Board for May 2008 Town Meeting.

Article Name: Rezone Part of Commercial II to ARII

Summary: This article amends the zoning map to change the zoning of 22 residentially used parcels from their present Commercial II zoning designation to ARII. See map for boundaries.

Article Name: Create a new Business/Industrial Zoning District

Summary: Establish a new zoning district for 9 parcels on east side of town, north of route 109 near Millis which are presently located in the Industrial I zone. To amend the zoning map to change the zoning from existing industrial I to new Business/Industrial. See map for boundaries. To establish sign regulations for the new zone.

Article Name: Amend Industrial I zoning

Summary: Add two new allowed/by right uses to the industrial I zoning district. Sales and storage of building materials and contractor's quarters. Define "contractor's quarters"

Article Name: Create a new Commercial I Zone/Merge Commercial I and II

Summary: Delete provisions for existing Commercial II zone. Delete most provisions for existing Commercial I zone and replace with new provisions blending most allowed uses from CI to CII. Add provision or assisted living facility as a special permit use. Update parking standards and have parking based on useable floor space. Define "useable floor space". Amend the zoning map to rezone 22 parcels from Commercial II to the new Commercial I district. Amend the zoning map to rezone parts of 3 parcels from ARII to the new Commercial I district.

Article Name: Amendment to Open Space Residential Development (OSRD) section of the Zoning Bylaw

Summary: Add two more items to list of possible allowable uses in an OSRD-a local convenience retail use and a community center/building. Revise some provisions based on our experience over the past 3 years with 2 OSRD applications.

Article Name: Affordable Housing

Summary: This article creates a new sub-section of the zoning bylaw on Affordable Housing. It requires any residential or mixed use development of 3 or more lots or dwelling units to secure an affordable housing special permit from the PB. An affordable housing special permit is issued when a developer includes at least 15% of the lots or units as affordable. The text lists ways a developer can meet the affordable housing requirements-on site, off-site, land donation, payment in lieu of. The bylaw also allows for modest adjustments in the standard zoning requirements for lot area, frontage and type of structure to enable a developer to build and equal number of additional market rate units to offset the number of required affordable units.

Article Name: Non-Conforming Uses

Summary: Makes minor text revisions to the non-conforming uses section of the zoning bylaw.

Article Name: DRC role in reviewing special permits and variances for sign

Summary: Revises text to provide for a specific referral to the DRC when the ZBA is petitioned for a variance or special permit for a sign. The referral text is comparable to other referral clauses in the zoning bylaw.

Article Name: Sign Regulations for Industrial Zones

Summary: Add provisions allowing for a small projecting sign in the Industrial I, II and III zoning districts.

Motion to adjourn by Frank, second by Larry, approved by all present 9:44pm.

Respectfully submitted,

Wendy Harrington
Finance Committee Secretary

Minutes of Finance Committee-Draft

DATE: April 5, 2008

LOCATION: Sanford Hall
Village Street
Medway, MA 02053

PRESENT: Frank Faist, Joy Smith Dahl, Eric Arbeene, Robert Kenney, Paul Marble, Ned Myers, Phil Giangarra, Jan Fish, Larry Ellsworth, Mark Brown, Phyllis Cerel

ABSENT:

GUESTS: Suzanne Kennedy, Dennis Crowley, John Forresto, Glenn Trindade, Andy Rodenhiser, Susy Affleck-Childs

PURPOSE: Planning Board review of articles and deliberations on FY 2009 Budget

Robert Kenney called the Finance Committee (Fin Com) meeting to order at 8:35am.

Software presentation

John Forresto and Glenn Trindade spoke on a software package that is being looked at for a combined use by the town and the schools. John and Glenn explained that the school is interested in combining the job function of IT Director with the town.

The software package is predominantly used in most Massachusetts municipalities.

The main goal is for the staff to have input, then build a team and make sure all departments are included and happy with the software choice.

BOS and Suzanne would like to put out to RFP.

There will be a 50% reduction in overall cost.

Phil is concerned that the process will not work to combine all departments.

Glenn: Explained one package, one vendor, one support system for all.

John: One year plus to get conversion and training done the right way.

Q-Do we have the infrastructure in town to use correctly?

A-No "man" to tie this together, system can run by itself.

Q-Is the backup included?

A-Yes it is in the hardware.

Q-Will the School Committee be involved?

A-Have spoken to Dave Verdolino regarding this. They will be part of the system. His system is dated. The amount of work he has to do to present his proposals and numbers is so time consuming. This will help him a great deal.

Suzanne has spoken to the Dr. Grandmont and he'd like to wait to act on this until the charter passes.

Q-Will the funding in the school budget for software be combined with the town's budget amount?
A-Yes, it will probably be combined.

Summary Forecast

Suzanne presented the attached document dated 4/5/08. This document is a summary forecast for 2010.

Suzanne believes that the gap over the next 3 years is manageable.

Planning Board Budget Andy Rodenhiser and Susy Affleck-Childs

Copy of Planning Board articles and maps are included in the minutes from the meeting they were discussed.

Article Name: Open Space Committee Overview

Article 17	Motion	Larry	2 nd	Phyllis	All in favor
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Article Name: 43D Priority

Article 18	Motion	Phil	2 nd	Larry	All in favor
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Article Name: Affordable Housing Trust Fund

Article 16	Motion	Phil	2 nd	Frank	All in favor
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Discussion: Question was asked if the article has to state exactly what type of fund and were advised it has been reviewed by counsel. Question was asked if builders can put money into the fund, explained that it depends on the other affordable housing article's outcome. Also advised that per state statute Suzanne must be in charge of this fund.

Article Name: Street Acceptance

Article 19	Motion	Larry	2 nd	Phil	All in favor
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Article Name: Blueberry Hill

Article 20	Motion	Phil	2 nd	Larry	All in favor
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Discussion: Question if donation will cover all costs. Andy explained it will cover most, but not all. Dave D'Amico says he will not spend more.

Article Name: Rezone Part of Commercial II to ARII

Article 21	Motion	Phil	2 nd	Larry	All in favor, Ned abstained
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Article Name: Create a new Business/Industrial Zoning District

Article 22	Motion	Frank	2 nd	Phyllis	All in favor
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Article Name: Amend Industrial I zoning

Article 23 Motion Mark 2nd Eric All in favor

Article Name: Create a new Commercial I Zone/Merge Commercial I and II

Article 24 Motion Larry 2nd Phil All in favor

Discussion: Question if this will deter new business from coming in and advised by Susy that it will not. Question if anything in Commercial I or II that would need to be blended. Medway Block will be grandfathered. If business is sold will continue to be grandfathered.

Article Name: Amendment to Open Space Residential Development (OSRD) section of the Zoning Bylaw

Article 25 Motion Phil 2nd Larry All in favor

Article Name: Affordable Housing

Article 26 Motion Larry 2nd Jan All in favor

Discussion: Question if this would impede on Habitat for Humanity. Andy explained no but it could help the plan.

Article Name: Non-Conforming Uses

Article 27 Motion Phyllis 2nd Paul All in favor

Article Name: DRC role in reviewing special permits and variances for sign

Article 28 Motion Phil 2nd Larry All in favor

Article Name: Sign Regulations for Industrial Zones

Article 29 Motion Larry 2nd Phil All in favor

Discussion: Does this apply to new business zone. Andy explained that the signage provision is in that new business zone article.

Discussion and voting on Warrant Articles by number

See warrant document attached

Article 3: Changing to article number 7 per Suzanne
Motion: Phil 2nd Larry All in favor

Article 4: Changing to article number 3 per Suzanne
Motion: Phil 2nd Larry All in favor

Article 5: Changing to article number 4 per Suzanne
Motion: Phil 2nd Ned All in favor
Discussion: If repairable will do so and reuse within the town.

- Article 6:** Changing to article number 5 per Suzanne
 Motion: Phil 2nd Ned All in favor
- Article 7:** Motion: Larry 2nd Paul All in favor
 Discussion: Suzanne clarified numbers and explained that Article 3 makes all documents correct.
- Article 8:** Motion: Phil 2nd Jan All in favor
- Article 10:** Motion: Eric 2nd Phyllis All in favor
 Discussion: This is in year 2013 and the historical society has already started planning.

Documentation for today's deliberation is dated 4/5/08 7:25am.

Chairman-Robert Kenney's comments before we begin

- BOS Budget has been presented
- Have topped off reserves
- Freed up operating money
- Balance of \$525,000 in free cash today lives there. Mr. Trindade requests to move \$200,000 to snow and ice. This will be part of a Special Town Meeting Warrant. Special Town Meeting would be April 21, 2008 and not part of the Annual Town meeting Warrant.
- It is possible that Capital Articles may change the budget
- Relying on state aid numbers
- Ch. 70 number will stay the same next year.
- School voted from the BOS budget number
- Small number changes will go on weekly until the day before Town Meeting.

Larry presented the schools latest priority list for \$562,349 as voted on this week.
 See attached document that is dated 4/5/08.

Phyllis and Joy explained their dismay that FinCom is not being presented information ahead of presentations. If presented ahead of time FinCom could look over prior to the presentations and prepare questions/comments on the information. (ie. \$25,000 salary transfer or the TriCounty presentation). They believe there are communication issues that need to be addressed.

Joy suggested that the board work through Selectmen's presented budget.

Rob asked how many members were comfortable with voting on the Selectmen's budget as it was presented? Larry made a motion that he was against ending the discussion at this point. 2nd by Ned.

Went through the selectmen's proposed budget and marked up which departments members wanted to discuss. Those included were: Education, Selectmen, Town Accountant, Treasurer/Collector, MIS/Technology, Town Clerk, Planning Board, Snow & Ice, Fire, Police, Building Inspector, Council on Aging, Library

Phil explained that he would not be available for the next meeting on 4/9/08. He would like to review and vote on the budgets that he is the contact for those departments. (ie. Police, Fire, Building)

Police

Frank suggested to hold off on 1 car request until later. Perhaps until the fall town meeting which will free up \$35,000 until later.

Suzanne disagrees entirely.

Phil suggests buy 1 car now, hold money for the 2nd. If the state doesn't come through with the promised money at the commitment, then don't approve the 2nd car until a later date.

If the money from the state doesn't come in as promised, Suzanne will have to adjust budgets across the board anyway.

Motion by Joy to base their assumptions on the \$964,000 revenue streams. Phyllis second. All in favor.

Motion by Joy to accept Police Budget, second by Phyllis. All in favor.

Police/Fire Communication

Motion by Frank to accept Police/Fire Communication Budget, second by Jan. All in favor

Fire

Question on the fire truck and inspections vs. a borrowed truck. What are the expenses incurred by not having it. Suzanne will discuss at BOS and get back to FinCom.

Building Inspector

Question: Is the building inspector accumulating a back-log of vacation time if he's not taking his vacations. Suzanne explained that he takes every Friday off and if you don't use your vacations you lose them.

Question: Inspector claims that many of the administrative tasks are his job now. Suzanne explained that his administrative tasks are a 2 person payroll which is not a lot of work.

Question: Is there enough of a work load to hire another person? Suzanne explained yes.

Motion by Joy to accept Building Inspector Budget, second by Jan. All in favor

Animal Control

Motion by Joy to accept Animal Control Budget, second by Phyllis. All in favor.

Motion to adjourn by Phil, second by Larry, approved by all present 12:25pm.

Respectfully submitted,

Wendy Harrington
Finance Committee Secretary

Minutes of Finance Committee-Draft

DATE: April 9, 2008

LOCATION: Sanford Hall
Village Street
Medway, MA 02053

PRESENT: Frank Faist, Joy Smith Dahl, Eric Arbeene, Robert Kenney, Paul Marble, Ned Myers, Jan Fish, Larry Ellsworth, Mark Brown, Phyllis Cerel

ABSENT: Phil Giangarra

GUESTS: Suzanne Kennedy, Dennis Crowley, John Forresto, Glenn Trindade, CIPC, Melanie Phillips, Dave D'Amico, Chief Vinton

PURPOSE: Continued discussion/voting on FY 2009 Budget and review CIPC presentation.

Robert Kenney called the Finance Committee (Fin Com) meeting to order at 7:03pm.

Camp Sunshine

Email attached submitted by Camp Sunshine to increase their budget by \$2000.00. This request is due to an increase in fuel costs. Suzanne was notified on 3/31/08 and requested a formal request.

Frank pointed out that there is \$7999.00 in the unallocated "bucket" from revenues the Selectmen presented. Taking out \$2000 for Camp Sunshine would leave \$5999.00. The Selectmen have not voted on this amount to date, but would consider it a reasonable request.

Tri-County Vocational High School

Suzanne was notified by Barbara Ronzoni the Superintendent at Tri-County that there was a discrepancy in their budget, which resulted in a \$4000.00 reduction in the assessment.

Frank explained that the Medway assessment for Tri-County is now \$556,880.00.

Bucket truck/CIPC item

Q-Mark asked if along with the expense of the bucket truck were the necessary costs associated with the vehicle factored into the budget.

A-Chief Vinton explained that the vehicle will get used approximately 100 hours a year and doesn't think the expenses will change.

Dave D'Amico explained that the vehicle will be used to change the lights in the parks and the school has expressed an interest in using it as well.

Q-Frank asked if only using it 100 hours a year, does it make sense to purchase rather than rent when needed.

A-Chief Vinton says he likes the fact that it would be available to use whenever it's necessary.

Dave explained the request is for a \$30,000 used vehicle and that a new vehicle is not warranted. CIPC has edited "Bucket Truck" to "Vehicle" as suggested by the BOS.

Q-Jan asked if there is enough money in the budget to pay for training and equipment for a new Chief when Chief Vinton retires June 30th.

A-Chief Vinton hopes that the new person will be already trained.

Dennis Crowley explained that it is doubtful that a new chief will not be found by 7/1/08 and there will be some savings in pay that will offset additional costs.

CIPC PRESENTATION

This presentation is a follow-up to the last time CIPC met with FinCom and to answer some unanswered questions. CIPC went back to department heads to solidify requests and the figures that go along with those requests. Upon the revision, review and approval of this plan, CIPC is looking for backing from FinCom at Town Meeting.

Changes:

MIS/IT-down to \$225,000, Munis Software bid and approximately \$50,000 in grant money has been received to help reduce the cost.

Q-Ned-Has the \$50,000 grant been received?

A-Yes it has

Fire Engine-\$200,000 increase to \$225,000-cost expires if not ordered before February 2009.

Q-Joy-Why do you think it won't be ordered before 2/09?

A-RFP takes awhile to write and get specifications, then one year to construct. The money would have to be approved in May then run through the bid process.

Council on Aging-\$150,000 to \$185,000-Bids have been received, includes landscaping. Have added in 10% contingency in case any other expenses arise to avoid a shortfall.

Q-Paul-How many bids were obtained?

A-Only one obtained for the quoting process. Will go out to bid after money is approved.

Q-Ned-Did COA add in the additional expenses for additional utilities expense?

A-No they did not, Missy explained that she would cover the added expense if necessary. She mentioned in a previous meeting that she would work fewer hours to get in under budget if necessary.

Barn-\$50,000 reduced to \$40,000-Added the word facility. If money left over from the study of the town barn, they would use to study other buildings (i.e. Town Hall)

Vehicle-Fire/Alarm Lift-change wording to accommodate other vehicle types

Sidewalk plow-\$100,000 to \$110,000-This is a more solid number and an actual quote from a supplier.

Q-Frank-Why did you remove the words chipper, sweeper?

A-CIPC will work with Dave D'Amico for correct wording.

Garage Doors-\$15,000 to \$18,000-Actual number

Police-\$19,000 and \$6,000-combined A/C and snow rails for the roof. Quote on A/C originally \$5,800. A new price was \$5,000 more with ductwork changes. Original unit sat in the middle of the floor, new quote is a much better system. Roof is \$19,500. Combined both figures and will leave it to the police department to get both jobs done with this amount.

Q-Frank-Free cash is not in FY 2009 budget process. Free cash expenses that CIPC is recommending needs to come off the warrant and must go to a Special Town Meeting.

\$1,403,500.00 is the correct number. Are we going to know by Special Town Meeting about the quotes and/or amounts of the snow rails?

A-If this amount is not used by 6/30/08 then it goes back to free cash and saved to use next year as free cash. **Dave D'Amico and Suzanne don't believe that 6/30/08 is the correct date.

Q-Robert-Is this list prioritized?

A-No it is in order by dollar amount.

Q-Ned-So we should approve at roughly level? *** is this question right?***

A-CIPC-Interest rates are in our favor right now. It is very inefficient to bond at amounts less than \$200,000.

Q-Dennis-Can someone put a hold on a single item from the floor?

A-CIPC-Yes and the amounts can be changed as well.

Q-Mark-What happens if free cash gets shot down.

A-CIPC-If a particular item doesn't happen or the whole thing, we will prioritize for CIPC next year.

CIPC-A list of explanations and a report will be handed out at Town Meeting and will be printed in the warrant.

Suzanne-The strategy is to come in with debt service that did not exceed the debt service ratio to cap x. Melanie thought this through very carefully and we don't want to incur any more debt service than we are dropping off. This has all been thought through with financial strategy in mind.

Q-At the Special Town Meeting at 7pm, if something in free cash doesn't pass the vote (i.e. no bucket truck, frees up \$40,000). Can there be a motion at the Annual Meeting to put the eliminated money from free cash into the bond?

A-Something that comes off of free cash can be moved to bonding if there is a balance.

Glenn explained that there would be a review of Free Cash again and Dennis said that the underground tank at the school would be paid for from Free Cash.

Some of the Free Cash (The items proposed by the CIPC) will be on the CIPC warrant article.

Suzanne indicated that the allocation of FY08 Free Cash during/associated with the FY09 budget item is allowed according to Town Council.

Q-Larry-Is the \$300,000 for roads going to be enough?

A-CIPC-Dave has money left over from this year. Dave will work with CIPC to prioritize and stretch the dollar.

Q-Jan-Do we have Ch90 money that we haven't spent yet?

A-Dave-\$340,000 left in previous years issued money. \$250,000-\$280,000 earmarked to finish Cottage Street. End of April will be getting \$307,000.

\$60,000 left

\$307,000 April

\$300,000 Free Cash

Dave will put the \$667,000 to good use and the town will be happy.

Ch90 money can't be used on any road repair less than 500 feet long and can't be used on sidewalk repair.

Q-Joy-Can CIPC uses the \$300,000 for either roads or sidewalks?

A-CIPC-Yes and we will edit the wording to list roads and/or sidewalks.

Motion by Larry to accept Article 9 as amended at \$1,403,500.00. Second by Jan. All in favor but Ned abstained for not enough information. Motion passes.

Joy, Phyllis and Jan presented a spreadsheet and requested a discussion regarding recurring v. nonrecurring items in the budget. Specific items of interest are various salary increases, the percentage of increases and the justification for the increases.

TA's salary increase: They feel that the TA's increase of 15.42% is high in this economy. The fringe of \$10,280 as a bonus was also a concern.

Glenn felt that it was inappropriate to discuss this at this point as the TA's contract is in negotiations and her contract ends 6/30/08. The BOS has comparable salaries for surrounding towns and the Medway TA is the lowest paid in the area.

Suzanne explained that she does not participate in health care benefits or life insurance and the previous TA was paid more than she is at this point. She explained that she's making improvements and for the first time we have a capital improvement plan. She was shocked that this is the manner that this was being addressed.

Joy believed that the presentation/disclosure of additional salary changes (i.e. those presented during the budget reviews especially the movement of \$25,000 from the Salary Reserve Account) was minimal.

Glenn explained that at the Saturday presentation of salary changes they asked if there were any questions. No one asked any questions and if there were questions they would have been addressed at that time. Glenn believes that any questions or concerns of such an important nature should have been asked as a committee to the BOS.

Jan explained that the compilation of the facts needed to be put together before a presentation of a possible request for a change.

Q-Joy-So are you saying Glenn that there was no room for negotiation between the FinCom and the BOS?

A-Glenn-Yes there is room for negotiation but personally the TA salary is not negotiable.

TA's compensation: no \$13,000 health care
 no \$5,000 life insurance package
 no car allowance
 no disability package

Suzanne: Fiscal stability forced us to make staffing choices throughout Town Hall. An assistant TA/HR person is desperately needed in the TA office. HR responsibilities need to be addressed. The needs in the TA office for clerical are one person to answer calls and greet and the other to do the administrative tasks.

Glenn: If the charter passes there will be an attempt to merge departments, salaries, job classification and reorganize positions. A massive upgrade in technology and how it's operated is also in order. A panel of people to review how we operate is necessary but there is no time currently to work on that process. The charter will require a full time HR person.

The TA's salary increase was seriously considered, along with continuing to make sure we improve the operations of the town. Addressing this now Glenn felt was a hamstringing impact to negotiating a new contract.

Q-Joy-Once you have your salary budget in place and approved by the town, can you move it around?

A-Suzanne-That is somewhat true but where would I move it to? Suzanne believes that the changes that are going to be made if the charter passes will be mindboggling.

Ned felt that it would be helpful to have a range of salary that the TA is performing and was amazed at how low the salary of the TA is now.

Suzanne explained that the median TA salary is \$138,000. For the assistant TA the BOS wanted the salary higher than \$75,000 and it was a compromise to submit it at \$75,000. They believe that the salary projections are under for the tasks required.

Ned suggested that FinCom consider the cost of replacing that TA.

Eric believes that the TA is vastly underpaid and he was surprised at how minimally paid she is. He believes it's in Medway's best interest to leave the salary for the TA where it was submitted.

Joy explained that this presentation is not to criticize Suzanne's performance. FinCom needs to be able to justify at Town Meeting especially since it's such a high percentage of increase in one department.

John Foresto wanted to mention his concern for the IT director. He wasn't able to stay for the remainder of the meeting so he stated that he is in the IT business and he wanted to comment that it will be unlikely for the town to get an IT person for the Town and the School combined for \$52,000.

Jan explained that she feels it's her duty to look at the gaps in the budget. This presentation is not an attempt to say Suzanne's role is not appreciated.

Frank commented that the write-ups in the Town warrant book should justify the changes in the budgets for the people in town to read. The comments need to be submitted and/or revised ASAP.

Glenn: We had to cut 10% across the board 3 years ago and we all need to remember that we are in the process of rebuilding.

Mark: Things are going in the right direction

Eric: We are working to bring Medway to the 21st century with IT and HR.

Dennis: #1 FinCom is doing the job of watchdog for the town.

#2 We should have a study of salaries, maybe FinCom should do a study to compare.

Suzanne: Explained she would like to get some money to do a salary study and a pay classification study, maybe when doing a consolidation plan.

Frank: None of this will help us this year.

Assist Town Accountant's: The group thought that the 21% raise was high.

Suzanne explained that Carol has gone to training on her own to become a certified procurement officer with no tuition reimbursement request. The accountant's office is trying to become more efficient while working on statutory requirements.

Q-Joy-We all know how much work they do in the town accountant's office. How can someone at a maximum workload possibly do more work?

A-Glenn-Systems are being put in place to automate functions. We have to do a better job in procurement. This raise is the best investment in the whole budget.

Q-Joy-Do we have a salary chart?

A-Suzanne-Carol is a Grade 7 now and at the top of the step. This increase would put her at a Grade 10.

Dennis: There have been problems in the past in positions with no back ups. Currently there is no one to back up Barbara. By increasing the ability of the employees it reduces the cost we spend on consultant costs.

Town Accountant:

Q-Jan-Town accountant's salary increase is 6.46%, would it be possible to only increase by 5%?

A-Suzanne-We hired a consultant when she first started to get in order. We struggled to get people in to consult. The ability to hire is hard with limited range in salary. We chose to hire talent and salary a little higher. We are trying to maintain qualified employees.

Glenn: Leave it alone, you have a qualified person for an increase of \$1131 for the year.

Full Audit:

Joy: Suggests that a full audit in the school while changing Superintendent.

Frank: Makes sense to do an audit during a year that is changing the migration of new software.

Suzanne: The town auditor audits the school.

Susan Connolly: Suggest we discuss with Dave Verdolino who can confirm that the town and schools are in sync and can provide the backup that shows that a full audit was done in 2004 and everything was in compliance and there were no reportable conditions.

Q-Phyllis-Asked if the new Superintendent requested an audit, would that be performed?

A-Susan Connolly- If the new Superintendent requests, yes I would think one would be done but that would up to the school committee

Robert asked if there is a motion to change Town Accountant's salary?

Motion by Phyllis to change by \$10,824.00 and put the \$10,000 to do a school audit. Second by Joy. Discussion: Ned asked if this should be done in two pieces, the numbers just happen to match up? Larry thought this is a "hair brain" idea and extremely bad, why not buy a new police car instead. Eric questioned if Dave Verdolino was here for the last budget discussion and thinks that the salary is more important than an audit. Vote 1-9 Motion dismissed.

Q-Joy-Does Munis have tracking software?

A-Suzanne-Not out to RFP yet, won't get this done within a year. Need and HR upgrade now.

Paychecks are manual we need to add capabilities to process payroll and to accrue time instead of having it all be manual. We need the capability to know with certainty the vacations and this software will help with key documents.

Glenn explained that the Assistant Treasurer has been more clerical in the past and is now more cross-trained. Treasurer Collector will now have the assistant treasurer and assistant collector as backups.

Suzanne wants someone to clone Melanie because she does a lot of work with Debt.

Q-Eric-Will the assistant treasurer help Melanie to collect?

A-Suzanne-Right now we are where we should be with collecting, job descriptions will be written now that funding has increased and become available.

Q-Phyllis-Are all departments working to combine school and town?

A-Suzanne-We are maximizing capacity in this office.

Ned commented that it is questionable if e-bills are legal.

Suzanne explained that the voc ed was reduced by \$4000.00.

Motion by Ned to reduce the treasurer/collector budget by \$3000.00 and put the e-bills funding into unallocated. Second by Eric. 8 for, 2 against Motion carries.

Motion by Joy to increase the Town Clerk's salary by \$1050.00, second by Mark. 7 for, 3 against Motion carries.

\$3500.00 overage on the Planning Board due to double budgeting. Frank explained that the PB had money in for the Master Plan Survey FY'09 budget. This shouldn't be in for a 2nd year in a row. Master Plan Committee has a \$10,000.00 budget which should cover FY '09.

Motion by Ned to remove \$3500.00 from Planning Board budget and move to unallocated, second by Larry. All in favor. Motion carries.

Q-Jan-Could we move \$2450.00 from PB to stabilization?

A-Suzanne-If you want to put money into stabilization it must have a warrant article.

Q-Joy-I'd like to find a source of \$22,000.00 for the library to become recertified.

A-Suzanne-Do you have a source of funding?

Q-Joy-Salary Reserve you have proposed contractual increases that have not been negotiated yet.

A-Suzanne-Every leap year there is an extra week so a buffer for that extra week of pay in each leap year instead of taking a hit. This is a much more even way to proceed. In the past we probably ate into free cash every year. This plan will allow us to have funds available for every leap year.

Q-Jan- Wonders about the funding for the IT director if the charter goes through.

A-Glenn-There is one person in that job for the school that is retiring the end of August. So we have to account for two months and then going forward it makes all the sense in the world to combine the school and town IT director.

Q-Jan-So in August does the money the school has budgeted for an IT director go to the town?

A-That would depend on if the charter passes.

Joy: My expectation is that the schools will have to hire a technician if the school is going to participate with the town they will have to pay for that technician.

Dennis: Right now the town doesn't have the funds to pay that person.

Glenn: BOS discussed with CIPC to spend \$150,000 to put in a whole new town wide system.

Frank is concerned with leaving snow and ice at \$210,000.00 as any increase will require the same funding next, by state law.

- OPTIONS:
- A. Partially fund a snow and ice increase to free up the \$25K
 - B. Rely on FINCOM reserve to cover extreme emergencies as in the last several years the FINCOM has not used all of it's allocation
 - C. There is the plan to use \$250,000 of the FY08 free cash by rolling forward to account for the reduction in the Snow and Ice changes.

Eric: We're at \$210,000.00 now. Dave D'Amico would like it at \$250,999.00. Based upon history the average year is \$330,000 with the goal to get budget back to that number annually.

Frank would like to leave @ \$210,000.00 and put any money left over back in here for the Library.

Ned thinks that it's a good idea/prudent but don't want to lock in to \$250,999.00, but the rationale is good.

Paul mentioned that all 3 funds were topped off and got to the percentage for bonding and credit rating improvement.

Frank suggested:

- 525 free not allocated
- 450 free
- 200 snow expected for FY08 Storm impact to Snow and Ice Budget
- 25 Oil drum removal for school
- 50,000 left for free cash

Glenn was surprised at Frank's suggestion. Library topic the BOS argued over for two hours.

Frank: If we don't spend the snow and ice it goes to free cash.

Phyllis doesn't think it's too much to ask for \$22,000.00 for the library.

Frank: it's been stated that we are not going to use free cash for operating expenses.

Dennis: Gradually move it up every year.

Update on moves to date 10:05pm

- 3500 reduce PB
- 4498 reduce voc
- 3000 reduce ebills
- total 10998
- 1050 increase town clerk
- total 9948 unallocated

Motion by Joy to reduce snow and ice budget by \$15,000.00 to free up \$15,000.00 for the library, leaving \$7,000.00 in unallocated, second by Phyllis. All in favor motion carries.

Motion by Joy to amend library to add \$22,000 to the Library for a total budget of \$191,173.00, second by Jan. All in favor motion carries.

Motion by Jan to accept unclassified \$6,089,237, second by Paul. All in favor motion carries.

Q-Jan-Question for clarification from the school regarding the computer leases. 25 current leases, \$7,600.00 not out of school choice money, the rest is for 75 new leases, which is part of the FY '08 operating budget.

A-Susan Connolly-This is not in the operating budget but in the supplemental piece, this was one that was missed.

Q-Joy-How much recurring?

A-Susan Connolly-Three year lease, in the second year now.

Joy: We just needed a clarification, that's why this item is on the list.

Q-Phyllis-Were the priorities voted on individually?

A-Susan Connolly-SC voted on the total number, discussed the priority order as recommended in that order by Dr. Grandmont and the SC approved in that order.

Motion by Frank to add \$2000.00 from unallocated funds to Camp Sunshine, second by Mark. All in favor motion carries.

Update on moves:	PB	-\$3500
	Voc	-\$4498
	Treas	-\$3000
	Snow	-\$15,000

Use \$1050 town clerk

2000 sunshine

22,000 library

Motion by Ned 948 to snow and ice for total 236,947, second by Larry. All in favor motion carries

Motion by Frank to accept the revised snow and ice budget to \$236,947, second by Paul. All in favor motion carries

Motion by Eric to adjourn at 10:40pm, second by Ned. All in favor motion carries.

Respectfully submitted,

Wendy Harrington
Finance Committee Secretary

Minutes of Finance Committee-Final

DATE: May 12, 2008

LOCATION: Medway High School Library
Medway, MA 02053

PRESENT: Robert Kenney, Frank Faist, Eric Arbeene, Paul Marble, Ned Myers, Jan Fish, Larry Ellsworth, Mark Brown, Phyllis Cerel, Phil Giangarra

ABSENT: Joy Smith Dahl

GUESTS: Barbara Durand

PURPOSE: Monthly meeting

Robert Kenney called the Finance Committee (Fin Com) meeting to order at 6:35pm.

Paul Marble and Mark Brown will be out of town for the STM and ATM.

Robert Kenney explained to the Committee that the election and voting were not properly posted. The Board of Selectmen and Town Administrator's office is in the process of having the election and charter votes put under legislative review. This is in the hopes that the process moves swiftly and that there will be no need for a re-vote.

FinCom Budget Review

Larry Ellsworth requested that this be put out to the next meeting.

Review of meeting minutes for 2/13, 3/12, 3/15, 3/19, 3/26, 4/2, 4/3, 4/5, 4/9, 4/16

Motions were made on individual meeting minutes. Below are the list of people who made the motions and second. There were no discussions on any of them and all were in favor on each meetings minutes.

<u>Meeting date</u>	<u>Motion by</u>	<u>Second by</u>
2/13	Frank	Mark
3/12	Paul	Phyllis
3/15	Eric	Phyllis
3/19	Frank	Paul
3/26	Eric	Jan
4/2	Jan	Frank
4/3	Paul	Ned
4/5	Frank	Jan
4/9	Jan	Ned
4/16	Paul	Eric

Review of Secretary's time sheets and vote on pay

Timesheets were presented for 12.5 hours at \$12.52 per hour totally \$156.50. Also a reimbursement voucher was submitted for VHS cartridges for \$18.98. Motion by Frank to accept and pay, second by Larry, no discussion, all were in favor.

Printer bill for Town Meeting Warrant Book

Motion to approve the printer bill for \$2828.20 by Phil, second by Frank, discussion: this is under budget and does not include the postage or mailing. All in favor. Frank pointed out that the bulk rate

mailing and the newsprint paper saved a substantial amount of money this year. It has been confirmed that FinCom purchased the permit and it continues to be purchased each year. One year FinCom overpaid by \$40.00 leaving a continual credit on the account for \$40.00.

ETR of \$5,623.09 from a few months ago

Barbara Durand explained that there would be a STM article number 11 to fund this ETR. Since first presented the amount of money has increased to close to \$11,000.00 in unpaid overtime, but combined with police and fire.

Charter and open committee positions

Robert explained assuming the Charter passes through the legislative review this committee will reduce from 12 members to 9 members. Also explained there will be a formal interview process with the Town Moderator and Chairman of Board of Selectmen making the selections. Robert asked for members who were interested. Those were: Larry, Phyllis, Jan, Phil, Eric, Paul, Mark. Robert and Frank explained they would not be seeking another term. Wendy will confirm with Joy her desire and forward the names to the Town Administrator's office.

Paul Marble asked if meeting time could be put aside for recommendations to be made for the budget process going forward. Members are asked to bring such recommendations to the June 11, 2008 meeting to discuss.

FinCom next meeting will be Tuesday May 20, 2008 7:00pm at Sanford Hall.

FinCom will meet at 6:00pm on June 2, 2008 at the HS Library, which has been reserved. This is prior to the STM and ATM which will begin at 7:00pm at the HS auditorium.

Next regular meeting will take place on Wednesday June 11, 2008 at 7:00pm at Sanford Hall.

Motion to adjourn at 7:10pm by Phil, second by Jan; no discussion, all in favor, motion carries.

Respectfully submitted,
Wendy Harrington
Finance Committee Secretary

Minutes of Finance Committee-Final

DATE: May 20, 2008

LOCATION: Medway High School Library
Medway, MA 02053

PRESENT: Robert Kenney, Frank Faist, Eric Arbeene, Paul Marble, Ned Myers, Jan Fish, Larry Ellsworth, Mark Brown, Phyllis Cerel, Phil Giangarra, Joy Smith Dahl

ABSENT:

GUESTS: Barbara Durand, Suzanne Kennedy, Andy Rodenhiser, Susy Affleck-Childs

PURPOSE: Review of STM Warrant articles.

Frank Faist called the Finance Committee (Fin Com) meeting to order at 7:05pm.

FinCom Budget Review

See attached spreadsheet.

Phyllis asked to see the budget to actuals from last year, Suzanne directed her to the warrant.

Joy asked if the reserve fund falls to free cash or is it too late to use the option to transfer the money now. Suzanne explained that it is too late and the unused reserve fund will be available when free cash is available in November.

Special Town Meeting Warrant Articles

Suzanne handed out an updated copy of the Warrant for the Special Town Meeting being held at 7:00pm Monday June 2, 2008.

ARTICLE 1

Suzanne explained the reasoning for Article 1 and requests that FinCom motion to dismiss this article. Currently the elections from May 5, 2008 are under legislative review with the hopes that it is passed quickly making Article 1 irrelevant. Town Counsel found that the election was widely advertised and election results proved reasonably comfortable. Town Counsel found that there was no case history in the past 100 years of the legislature overturning the people's votes.

Phyllis asked if Article 1 should be reworded. Joy explained the warrant is closed but would it be prudent to table our recommendation until we meet prior to STM on June 2, 2008. Suzanne explained that she is not asking for votes now, but will on June 2, 2008.

Motion to dismiss Article 1 by Phil, second by Paul, no discussion, all in favor, motion carries.

ARTICLE 2

Suzanne explained this article is setting into motion the desire to proceed with the sewer easement project. \$125,900 will be transferred from Free Cash to fund this article. The funding will come from the \$99,658.00 that Franklin is to reimburse Medway and another \$25,970.00 will be a rebate on design funds that all the towns will be receiving. Barbara is very comfortable with this article as she has already received the checks for the above-mentioned amounts.

It was decided this article would be held until the meeting prior to STM on June 2, 2008 for an exact transfer number.

ARTICLE 3 (related to Article 2)

This article is to fund the Sewer Project Fund and is ultimately used to obtain easements and pay legal fees. This is over and above the approximate \$125,000.00 in Article 2 and if unspent will go to Free Cash, but doesn't have to go to Free Cash.

Motion to accept by Joy, second by Phil, no discussion, all in favor, motion carries.

ARTICLE 4

This article is for the Industrial Park Well. Suzanne requests that we dismiss this article. Suzanne is meeting with Mark Flaherty and Town Counsel on easement acquisitions and how much Mark needs, as he didn't have enough money. Town Counsel wants to make sure that the well project is complete before approving the transfer of any more money.

Motion to dismiss by Phil, second by Ned, no discussion, all in favor, motion carries.

ARTICLE 5

To transfer \$196,000.00 from Free cash to the Snow and Ice FY08 deficit.

Motion to accept by Ned, second by Joy, no discussion, all in favor, motion carries.

ARTICLE 6

Transfer \$11,000.00 from DPS expense to Street Lighting Dept. The Street lighting contract wasn't appropriately appropriated. There are 2 lease payments this year and DPS only put in for 1 payment. There is enough money appropriated in the '09 budget as there is only 1 payment due.

Motion to accept by Ned, second by Larry, no discussion, all in favor, motion carries.

ARTICLE 7

Article is to increase by the sum of \$30,000.00 appropriation for the Ambulance Enterprise Fund. There were shortfalls in Fire and EMS. EMS is bringing in more revenue but more expenses and they can only spend \$296,964.00 because that is all Town Meeting allotted. This is allowing them to spend more of the revenues collected. Expenses have increased due to increase in fuel costs.

Motion to accept by Phil, second by Larry, no discussion, all in favor, motion carries.

ARTICLE 8

Article 8 shows there is a shortfall in the legal budget under the BOS budget. Suzanne has no recommendation of the amount yet but would like to pay April, May and June. Money will be transferred from unspent salary budget.

Hold for a firm number from Suzanne, will vote prior to STM June 2, 2008.

ARTICLE 9

Article 9 will transfer \$125,900 from the appropriation for Health Insurance in Article 3 of the 2007 ATM to Health Insurance Reserve Stabilization Fund in the amount of \$25,000.00 and Storm Reserve Stabilization Fund of \$75,000.00 and \$25,000.00 to conduct a Classification and Compensation Study under the Selectmen's office. The objective is how we can improve our departments and the way we do business. Looking at a professional outside consultant and an operations review committee to review operations and compensation.

Article divided into 2 motions. One motion by Larry to transfer \$25,000.00 to Health Insurance Reserve Stabilization Fund and \$75,000.00 to Storm Reserve Stabilization Fund, second by Robert, no discussion, all in favor, motion carries. Second motion by Ned to transfer \$25,000.00 to conduct a Classification and Compensation Study, second by Phil, no discussion, all in favor, motion carries.

ARTICLE 10

This article is to transfer \$11,161.12 from the appropriation for Property/Liability Insurance in Article #3 of the 2007 ATM to the Agency Fund Police Outside Detail Account in the amount of \$6,099.84 and the amount of \$5,061.28 to the Agency Fund Fire Outside Detail Account. There was a savings in property and liability insurance this year which enables this transfer to cover a shortfall.

There is \$66,000.00 owed to Medway in unpaid invoices. Barbara only shows \$55,000.00 in outstanding accounts. This transfer will get Barbara and the Treasurer Collectors numbers to agree. Some of these bills are a few years old. The research has not been done on them yet. The officers have all been paid for the details worked, the contractors have not all paid to date.

Motion to accept by Phil, second by Larry, no discussion, all in favor, motion carries.

ARTICLE 11

Transfer of money from the salary reserve '08 to fund increase cost items in the new police contract. Joy asked if new health insurance contribution rate for '08 would be retroactive. Barbara advised it would be retroactive.

Motion by Joy to transfer \$52,000.00 from the salary reserve fund, second by Paul, no discussion, all in favor, motion carries.

ARTICLE 12

Presented changes to this article were by Susy Affleck-Childs and Andy Rodenhiser. This is the same article FinCom voted to support with some changes to clean up the article. There were meetings held with the builder community and a public hearing as well as meetings with the Town Moderator who had some suggestions. It was then decided to remove it from ATM warrant, previously Article 26, make the necessary word changes and definition changes and put it on the STM warrant. The changes are to clarify not content and added the density bonus. This has been well supported by the contractors. Another public meeting will be held on 5/31/08 at 7pm.

Motion to accept by Ned, second by Larry, no discussion, all in favor, motion carries.

Motions for ATM Joy asked to clarify motions, Suzanne will e-mail revised motions to FinCom.

Reminder was stated about the meeting with Mark Cerel for all of FinCom and the process of ATM and STM, the majority of FinCom are available to attend.

**FinCom will meet at 6:00pm on June 2, 2008, prior to STM/ATM at the HS Library.
Next regular meeting will take place on Wednesday June 11, 2008 at 7:00pm at Sanford Hall.**

Motion to adjourn at 8:23pm by Larry, second by Frank; no discussion, all in favor, motion carries.

Respectfully submitted,
Wendy Harrington
Finance Committee Secretary

Minutes of Finance Committee-Final

DATE: June 2, 2008

LOCATION: Medway High School Library
Medway, MA 02053

PRESENT: Robert Kenney, Frank Faist, Eric Arbeene, Ned Myers, Jan Fish, Larry Ellsworth, Phyllis Cerel, Phil Giangarra, Joy Smith Dahl

ABSENT: Mark Brown, Paul Marble

GUESTS: Barbara Durand, Andy Rodenhiser

PURPOSE: Review of STM Warrant articles.

Robert Kenney called the Finance Committee (Fin Com) meeting to order at 6:10pm.

Secretary Pay vote

Motion by Joy to approve secretary pay of 7 hours @ \$12.52 per hour for a total of \$87.64, pay through 5/30/08. Second by Frank, no discussion, all in favor, motion carries.

Special Town Meeting Warrant Articles

ARTICLE 2

\$125,628 has been added as an exact figure to be transferred from Free cash to fund this article.

Motion to approve this article by Phil, second by Larry, no discussion, all in favor, motion carries

ARTICLE 8

Article 8 has been rewritten to transfer \$27,916 from the Selectmen's Department to the legal budget.

Motion by Larry to accept as written, second by Ned, no discussion, all in favor, motion carries.

STM assignment of Motions

Articles listed, motions read by member assigned.

- 1 Joy
- 2 Larry
- 3 Robert
- 4 Frank
- 5 Ned
- 6 Phyllis
- 7 Phil
- 8 Jan
- 9 Joy
- 10 Larry
- 11 Robert
- 12 Frank

Assignment of ATM Motions

- 2 Larry
- 3 Robert
- 4 Frank
- 5 Eric
- 6 Ned
- 7 Phyllis
- 8 Phil
- 9 Jan

10 Joy
11 Larry
12 Robert
13 Frank
14 Eric
15 Ned
16 Phyllis
17 Phil
18 Jan
19 Joy
20 Larry
21 Robert
22 Frank
23 Eric
24 Ned
25 Phyllis
26 Phil
27 Jan
28 Joy
29 Larry
30 Robert

ATM Article 11

Typo and correction was noted. Barbara Durand explained motion is as written. **Motion to accept as written by Frank, second by Larry, no discussion, all in favor, motion carries.**

ATM Article 19

Robert read the motion (option B) as provided by Town Counsel, rewritten and approved. Andy Rodenhiser confirmed Option B is the one to be read. **Motion to accept by Ned, second by Joy, no discussion, all in favor, motion carries.**

FinCom will meet at 7:00pm on June 11, 2008 at Sanford Hall. End of year transfers will be presented by Barbara Durand. Ways to make the budget process more efficient and/or improvements to the process will be discussed.

Motion to adjourn at 6:45pm by Frank, second by Larry; no discussion, all in favor, motion carries.

Respectfully submitted,
Wendy Harrington
Finance Committee Secretary

Minutes of Finance Committee-Final

DATE: June 11, 2008

LOCATION: Sanford Hall
Medway, MA 02053

PRESENT: Frank Faist, Eric Arbeene, Ned Myers, Jan Fish, Phyllis Cerel, Phil Giangarra, Joy Smith Dahl, Jan Fish

ABSENT: Mark Brown, Robert Kenney, Larry Ellsworth

GUESTS: Barbara Durand, Suzanne Kennedy

PURPOSE: Regular Monthly Meeting

Frank Faist called the Finance Committee (Fin Com) meeting to order at 7:07pm.

FinCom Budget Review

YTD Totals

Salaries \$2,178.48, Expenses \$3,773.92, Reserve Fund \$27,017.73, Total \$32,970.13
\$32,970.13 total spent, \$88,803.87 reserve balance at end of year close.

Secretary Pay vote

Motion by Phil to approve secretary pay of 7.75 hours @ \$12.52 per hour for a total of \$97.03, pay through 6/11/08 an estimate to finish minutes for 6/11/08 meeting. Second by Paul, no discussion, all in favor, motion carries.

ETR to MIS/IT

ETR presented by Barbara Durand for \$5,915 to be transferred to MIS/IT Account No. 001-155-520-5300 for Dog License Software. In January the Town Clerk discovered a problem with the software. The software is old and was obtained through another municipality. Currently there is no support for that software. Software was needed immediately. The Town's consultant for IT designed and implemented the software the Clerk is using today. They did not submit the bill to Medway until much later in the year for payment.

At the time of discovery Barbara believed there would be enough money in the MIS/IT budget to pay for this item. Since then many needs have arisen with MIS/IT and there now is not enough money to cover this \$5,915 expense. Barbara was not aware of how many transfers there would be at the time of Town Meeting. She also feels that ETR's are specifically for unforeseen expenses, thus this ETR.

There is the ability to provide dog licensing capability with the new town software but the implementation of dog licensing will not be in the very near future. Thus the expense for this \$5,915 is warranted at this time. (Permitting, payroll, financial, licensing, dog, assessor and then utility billing will be the implementation order.)

Frank and Jan asked that in the future, if there are expenses like this in the works, they would appreciate knowing about them sooner rather than later.

Motion to approve ETR \$5,915 to MIS/IT from FinCom reserve by Phil, second by Paul, no discussion, all in favor, motion carries

Transfer Request from Municipal Property Ins and Tax

Suzanne presented a request to transfer \$5,000 from Municipal Property Insurance and \$5,000 from Tax Title to Dept 192 Account 520-5241 Town Buildings/RM BldgsGrounds

Over the past few months there have been groups scheduled to meet at the Senior Center, specifically the Design Review Committee. It has become increasingly more difficult for the staff of the senior center to monitor, deal with keys, opening and closing the building late at night and the like. It is being presented that a key card system (same as at town hall and connected to town hall) be installed to allow committee chairs to have a key card for entry.

There is budget money available for the senior center but Suzanne wants to make sure that the budgeted money is available for the completion of the project. This added expense shouldn't be taken out of that budget.

The reader on the key card system can track those entering the building through a modem. The quote is \$5,000 and includes the installation of the modem.

The additional \$5,000 request is to install security cameras at the town barn. There has been vandalism and theft from that area.

It was asked if there were quotes obtained to date, Suzanne explained there has not but purchases would be made before June 30, 2008. Suzanne was unsure if there is money in the budget for the maintenance and/or annual costs involved. **Motion to approve \$5,000 transfer and an additional \$5,000 transfer as noted, second by Phyllis, no discussion, all in favor, motion carries.**

Transfer Request from Municipal Property Insurance to Replacement Equipment

This transfer is to replace a base radio station at the highway barn. The unit completely died and the hand held radios (push to talk) are not going to be enough to operate the departments properly.

It was suggested and discussed by a few members that perhaps it was possible to piggyback on the police/fire system. Suzanne will present that to Dave D'Amico as a possible alternative. A summary of the questions that should be asked of Mr. D'Amico would be 1. Can you piggyback on the police/fire instead of a new system? 2. Do we have to replace all the receivers in the vehicles if you piggyback on the police/fire and 3? The cost of additional equipment needed to piggyback and install in the vehicles.

It was suggested that we wait to get more information. Barbara Durand explained that this would go to the BOS next and she could bring the answers to the questions to the BOS when presenting.

Motion to accept with the understanding that the questions and answers will be presented to the BOS by Phil, second by Paul, no discussion, all in favor, motion carries.

Transfer Request from Accounting-Prof & Tech Servs to MIS/IT-Prof Tech Servs

Barbara Durand presented a request to transfer \$5,000 from Dept 135 account 520-5300 to Dept 155 account 520-5300 to help to pay for the overage on the MIS/IT consultant's May bill.

Phil asked if there was an IT director would the IT director do all of the work. Barbara believes that there would be an additional person required to perform the low level IT set up and service work. Paul asked if there was a person who works for the town already that could perform some of these functions. Barbara explained that Dave D'Amico does a lot of the work, but it takes away from his other job duties. She doesn't feel there is anyone on staff now that could help out. **Motion by Jan to approve the transfer discussed, second by Phyllis, no discussion, all in favor, motion carries.**

Discussion on streamlining FinCom operations

Paul Marble would have liked to have had BOS present their grand scheme/big picture and then had the individual departments propose their budgets. Paul also feels that it would be helpful to have projections vs. expenditures presented. CD's and books certainly were helpful but the books and copies that needed to be inserted could have been better thought out with page numbers on them etc. A web-site with cheat sheet info and FAQ's or new members would be helpful.

Frank suggested that the process start earlier, which coincides with the charter. Frank would also like to see the Town put together a flow chart, FinCom put together a flow chart and then combine the two. The new FinCom should start early (suggested July) to make a timeline from the charter, review with BOS and Suzanne and see if that works/helps.

Suzanne would like to be able to give each department their guideline and present to FinCom too. Suzanne believes that we are behind the times with the process but thinks we can improve each year going forward.

Joy believes this year when some department budgets were presented then BOS, then other departments it was too choppy and hard to follow. A better flow would be beneficial to all. Joy suggested all new members attend the Association of Town Finance Committee meeting in November.

Jan would like to see links from our web-site to DOR and other links that would be helpful to members. Jan asked that information be presented and then allow for time to digest before making important decisions. Jan also would like to request that the School Committee show budget to actuals and this years proposals beside each other for FinCom to be able to review. Showing just one-year proposals with no previous years data is not helpful. (Suzanne believes that with the new software formatting will be town wide. Joy would like to see FinCom meet with the SC and Superintendent in the fall to discuss what would be helpful to FinCom and vice versa.

Joy would like to see more meetings with just FinCom to "chew over" all the budgets/data, then meet with the departments and discuss their budget.

Items to take under advisement/ways to improve:

More communication

More meetings, more time to deliberate

Joint meetings with BOS; work together

Work to make process more efficient

Start earlier in the season

Suzanne's office is going to arrange for a speaker from DOR to come out to meet with the new FinCom. Some older members think this would be very beneficial to the process.

All meetings must be posted, but not all need to be televised.

Motion to adjourn at 8:45pm by Jan, second by Phyllis; no discussion, all in favor, motion carries.

Respectfully submitted,

Wendy Harrington

Finance Committee Secretary ** approved 8/13/08 **

Minutes of Finance Committee-FINAL

DATE: August 13, 2008

LOCATION: Sanford Hall
Medway, MA 02053

PRESENT: Frank Faist, Eric Arbeene, Jan Fish, Phyllis Cerel, Phil Giangarra, Jan Fish, Mark Brown, Larry Ellsworth

ABSENT: Jeff Devolder

GUESTS: Suzanne Kennedy

PURPOSE: Regular Monthly Meeting

Frank Faist called the Finance Committee (Fin Com) meeting to order at 7:05pm.

Town Administrator Comments

The TA commented on (and provided a copy for each member) a letter with Town Counsel's opinion of the roles of FinCom, as it stated in the charter.

Fall Town Meeting Calendar has been presented to FinCom and BOS is considering a budget Calendar that will be voted on in the near future and then provided to FinCom.

A Revenue Enhancement Committee is being formed. Using Franklin as a model, revenues generated by departments will be reviewed to determine what other town's fees are, compare Medway's and propose to FinCom and BOS to how Medway's fees should be set.

A Snow and Ice Committee will be comprised of possibly a citizen, one or two BOS, one or two FinCom and town staff to review the operations and how to become more efficient. This will begin after September 1, 2008.

Classification/compensation Plan study-This will be done and hopefully completed before January 1, 2009. Job descriptions and functions will be considered to determine accurate compensation and look to the future to see if reorganization is appropriate.

Chair, Vice Chair and Clerk Roles for Fincom

Clerk-Larry Ellsworth was the clerk for last year and explained that his role was to track FinCom expenses against the budget. Larry would like to see the clerk this year participate in updating the web-site and running the camera angles during meetings.

Chair-It was determined throughout conversation that the Chair facilitates the meetings, keeps members informed and has equal power within the group. The Chair is a focal point for other boards/organizations in town but other members are free to talk to other boards. The opinion of FinCom is a group opinion, not an individual opinion.

Vice Chair-In the past the Vice Chair was learning the ropes to move into the Chair position the following year. The Vice Chair covers for the Chair when the Chair is unable to attend.

Nominations and Voting for Chair, Vice Chair and Clerk

CHAIR-

Motion by Phyllis to nominate Frank, seconded by Jan.

Motion by Eric to nominate Larry, seconded by Paul.

Votes- Frank 5 for, Larry 3 for, Frank will be the Chair

VICE CHAIR-

Motion by Jan to nominate Paul, seconded by Phyllis

Motion by Phil to nominate Larry, seconded by Paul

Votes-Paul 2 for, Larry 5 for, Larry will be Vice Chair

CLERK-

Motion by Paul to nominate Phil, seconded by Jan.

Votes-Phil 8 for, unanimous Phil will be Clerk

Member Assignments and Roles of Liaison's

Speak to other boards/groups/departments, attend their meetings, make frequent contact with your assigned group and report information back to FinCom. Members assigned will be responsible for write-ups about each group in the Town Warrant for Spring Town Meeting.

The following was decided:

General Government-Mark Brown

Public Safety-Eric Arbeene, Phil Giangarra

Education-Jeff Devolder, Paul Marble, Frank Faist

Health and Human Services-Phyllis Cerel

Culture and Recreation-Phyllis Cerel

Revenue-Larry Ellsworth, Frank Faist

ATM Book-Phyllis and Frank-(Frank is in the process of outlining procedural steps in preparing)

Public Works-Paul Marble

Snow and Ice-Jan Fish, Phil Giangarra

Revenue Enhancement-Paul Marble, Larry Ellsworth, Frank Faist

Planning Board-Phil Giangarra, Jan Fish

Board of Selectmen-Larry Ellsworth, Frank Faist, Jan Fish

Community Preservation-Larry Ellsworth, Eric Arbeene, Phyllis Cerel

Capital Improvement Plan-Mark Brown, Paul Marble

FinCom Budget review

Budget closing June 30, 2008 totals included: Salaries \$2,178.48, Expenses \$3,773.92, Reserve Fund \$27,017.73, Total \$32,970.13. \$32,970.13 total spent, \$88,803.87 reserve balance at end of year close.

June 11, 2008 Minutes

Motion by Phil to approve minutes as written, seconded by Paul, no discussion, all in favor.

Motion passes.

Action items held over from FY2008

DOR Rep-Members would like a DOR Rep to come and give some information on budget, cherry sheet and the like. Town Administrator will arrange.

Barbara Durand-Members would like Barbara to keep them up-to-date on the budget process and explain the process to them. It was determined that Barbara should come before the group later in the process.

Melanie Phillips-The group would like Melanie to discuss Debt Service, SR Ctr bond, and sewer project money. Town Administrator will arrange.

School Committee-The group would like to meet with the School Committee to talk about their budget. The group will put together a list of questions at the next meeting to prepare for this meeting.

Secretary Pay vote

The secretary explained that the summer months usually don't have hours to be billed but the FinCom Appointment Committee falls under FinCom and the FinCom secretary is also that secretary. Frank wanted to go on record that he was not aware that these hours would fall under the FinCom budget and he doesn't believe it was included in the FinCom budget. Larry explained that we were under budget and that we did plan ahead for FY 2009.

Motion by Larry to approve secretary pay of 18.00 hours @ \$12.52 per hour for a total of \$225.36, pay 7/1/08 through 8/8/08. Seconded by Jan, no discussion, all in favor, motion carries.

Voucher approval

The secretary submitted a voucher to pay for the advertisement of FinCom member available positions (\$170.61), as well as, membership to Association of Town Finance Committee (\$200.00).

Motion by Larry to approve voucher pay for \$370.61, seconded by Jan, no discussion, all in favor, motion carries.

Association of Town Finance Committee

Jan, Larry, Phyllis and Eric all posed and interest in attending this annual meeting in November. Membership dues will be sent to the Town Accountant to pay and members should receive information on this meeting soon. A copy of the letter received on this was given to all FinCom members.

Additional Comments

Members agreed that there should be additional meetings built into the schedule for January, February and March. We will do our best to plan ahead with possibly more than one session per week and more discussion sessions. Once the BOS finalize the budget calendar the TA will get a copy out to FinCom, in order to plan ahead.

Larry would like to publicly recognize Robert Kenney, Joy Smith Dahl and Ned Myers for a job well done.

Motion to adjourn at 8:50pm by Larry, seconded by Paul; no discussion, all in favor, motion carries.

Respectfully submitted,
Wendy Harrington
Finance Committee Secretary *voted on 9/10/08

Minutes of Finance Committee-Final

DATE: September 10, 2008

LOCATION: Sanford Hall
Medway, MA 02053

PRESENT: Frank Faist, Eric Arbeene, Jeff Devolder, Phil Giangarra, Jan Fish, Mark Brown, Larry Ellsworth

ABSENT: Phyllis Cerel

GUESTS: Suzanne Kennedy, Barbara Durand, Melanie Phillips

PURPOSE: Regular Monthly Meeting

Frank Faist called the Finance Committee (Fin Com) meeting to order at 7:03pm.

Treasurer/Collector-Melanie Phillips

The Treasurer/Collector presented the Committee with a list of definition of terms and an analysis of Bonds. There are 13 different bonds ranging from \$71K to \$11.5 million which finance multiple items including water and schools. Ms. Phillips presented a pie chart, which broke down the percentages of debt.

Bans are used to borrow short-term debt for projects that are under construction. Bans can be obtained for a lower interest rate and then "refinanced" or combined. They are also useful for improving your bond rating.

Debt borrowed this year will be for CPC projects passed at Town Meeting last spring.

Rans were defined as financing for when the community is delayed sending out tax bills and the money is needed to fund until tax money comes in. Medway is not planning to use Rans, as our tax bills will go out in a timely manner.

Jeff Devolder requested that Ms. Phillips provide FinCom with a spreadsheet containing interest rates for Bonds and Bans including an amortization schedule. Ms. Phillips will email FinCom with this document.

Ms. Phillips explained she is looking into "refinancing" the bond for a better rate and is working with the fiscal adviser on this project.

Eric Arbeene asked how this related to other towns having the school debt the majority of all debt. Ms. Phillips believes it is pretty common. She also explained that Medway is in the 10% range of debt service to budget. The BOS do not wish to increase that percentage and she feels Medway should be in the 5% range.

Ms. Phillips reviewed the CPC projects voted at spring Town Meeting and will take out a Ban in October to pay those requests already submitted. When all projects are completed she will do one Bond for a larger sum and a better interest rate. Mark Brown will follow-up with CPC to ensure all projects approved move forward as not all departments have submitted their requests to complete their approved projects.

Town Accountant-Barbara Durand

Ms. Durand explained that an IT Director has been hired, but not started to work for the Town yet. The Town and School will share this position with funding by the school department budget this year.

There were positions that are to be funded as a result of the Charter.

An upgrade for a procurement position in the Town Accountant's office is in ongoing negotiations with the union and the funds have not been spent to date.

An upgrade to the planning board is also still under union negotiations, this upgrade will be retroactive.

Advertising has continued for an HR Director and the savings of that expense should be noted as this position is new, so there will be no retro pay when someone is hired.

The police have settled their contract negotiations but municipal has not.

The Superintendent and Town Administrator will begin discussions in January/February to conclude by Spring Town Meeting, as the school will be at the end of their three-year contract.

The Town books are closed and with the auditor, some numbers may change slightly but the bottom line is closing FY08 \$213,000 more in revenues and not expending \$1 million she thought we would, thus that excess money will fall to free cash. A very positive start and well ahead of last year. The Auditor has told Ms. Durand that the audit is going well and the cleanest of all his clients. Great job Ms. Durand and her staff.

The Water Department became an enterprise fund 7/1/08. A conservative approach was taken due to the economy and it appears to have paid off.

A 5-year revenue and expense forecast will be presented to the Board of Selectmen on 9/15/08.

Real estate tax income is at 98% and is normal for this time of year considering the economy.

After the Fall Town Meeting the Recap sheet (proforma) will be submitted to the state in December so the state can certify the tax rate. Bills need to go in the mail by 12/31/08. Ms. Durand is comfortable with this timeline.

The assessor's estimated \$100K in new growth. Ms. Durand spoke to the chairman to check on the status and was told the assessor's will get back to her with an update the end of September.

Financial Software has gone to RFP. Seven vendors have responded. Ms. Durand put together a committee of department heads and staff to review the proposals. Three vendors were asked to come in so staff of the town and school could view and fill out evaluations. These evaluations were considered in making the final decision. Tyler Technologies (Munis) was selected, as permitting and school software was included and key to the decision. Ms. Durand is working on a rollout schedule with Munis she is hopeful that payroll will begin in January 2010 and general ledger/taxes etc July 1, 2009. There will be a 6-9 month data collection and training period and she believes the change over

does require double entry. The contract includes the first year of maintenance for the same fee paid currently. The school's annual maintenance fee will be removed from their budget, to show their annual savings. There is some flexibility if there is a need to add features. The new Superintendent has worked with this software before and both the school and town are excited to get on board.

Going forward there will be a need for a new server, which will be paid for by a grant. The Treasurer/Collector will need a high quality printer, which will be funded by CPC funds.

There will be three Warrant Articles for the Fall Town Meeting pertaining to accounting procedures for the Solid Waste, Water, and EMS enterprise funds. These articles will rescind articles 3, 6 and 8 from the May 2008 Town Meeting and replace with the DOR recommended accounting presentations for these articles. The new accounting presentation for the enterprise articles will book all enterprise revenue and allocate expenses including indirect costs and reserve monies to the enterprise fund and eliminating a "double" accounting of indirect expenses. A handout, which explains the articles, will be handed out at the Fall Town Meeting to supplement the explanation of the changes to the accounting procedure.

Town Administrator Comments-Suzanne Kennedy

A draft budget calendar, as well as the Fall Town Meeting Warrant will be presented to the BOS on 9/15/08. The Warrant and Calendar will then go to Town Counsel to review. The Warrant will be transmitted to FinCom on 10/21/08 (via email to Frank) and the TA requests it is completed by 11/5/08. The Town Administrator suggests a FinCom meeting prior to 11/5 to answer any questions. The constable will post by 10/21/08.

Liaison's should ask that their committees to discuss their articles in the very near future and the Planning Board should be invited to the 10/29 FinCom meeting to review their articles.

*It was decided that FinCom meeting 10/8 will remain for now and the secretary will add 10/29 to the meeting schedule.

A joint meeting of BOS, FinCom and the School Committee will be arranged by the Town Administrator, FinCom recommended it be held in October

Upcoming Training seminars and workshops:

- 9/15 7pm Sanford Hall-GASB 45 with BOS
- 9/22 7pm Sanford Hall-Open Meeting Law
- 9/24 7pm Sanford Hall-Tax Recapitulation
- 10/15 7pm Sanford Hall-Public Records Law

Liaison Committee Changes

The committee discussed some changes to the liaison list. Paul Marble will now serve on the Snow and Ice Committee and remove himself from the Revenue Enhancement Committee. The Planning Board has many sub-committees. Design review needs to be covered and Jeff Devolder volunteered to become involved with the Master Plan Committee.

On a side note: Phil Giangarra has been trained to work on the FinCom page of the web-site.

General Government-nothing to date

Public Safety-nothing to date

Education-noted above, Frank will set up tour of schools for FinCom members interested.

Health and Human Services-Phyllis Cerel-not present

Culture and Recreation-Phyllis Cerel-not present

Revenue-nothing to date

ATM Book-nothing to date (Frank is in the process of outlining procedural steps in preparing)

Public Works-nothing to date

Snow and Ice-nothing to date

Revenue Enhancement-has not begun yet

Planning Board-Phil was asked to remind Suzy to use the form developed last year. PB continues to work on the "bottle cap lots" project for use of multi-level developments (Industrial, commercial, residential)

Board of Selectmen-TriCounty Rep attended and will promote better communication and more documents to support their budget. Rte 109 modification presentation by a design engineer was helpful to begin to look at this project, but still in the concept phase.

Community Preservation-nothing to report

Capital Improvement Plan-Mark will be in contact with CIPC; he'd like to see a better document presented to show the financial impact and goal. He will confirm that all projects will be completed this FY.

Paul Marble suggested that information should be posted on the web-site with information regarding recycling and that the revenue helps the town. It was decided that Paul would contact the Board of Health for their opinion on the wording for the posting.

Discussion regarding contact with the School Committee

Frank has met with the new Superintendent and has spoken to Diane Borgatti, Chairman about setting up a meeting with FinCom.

Jeff Devolder as Liaison has attended some SC meetings and noted that the Superintendent is requesting a curriculum review. Jeff would like to ask the Business office to present multi year views of their budget as it would be make sense and allow for a shared understanding of their budget. Mark would like to see a clarification on "level service" and/or the definition so that all groups/departments are clearly on the same page.

Frank asked the SC how FinCom can get similar information to what we get from other departments, for a clearer presentation of the school budget and also budget to actuals for the past few years.

Frank would like FinCom to comprise a list of questions that can be presented to the SC prior to meeting with them. A meeting of the SC, Superintendent and Fincom would be a positive step to bond the groups together. Frank will set up this meeting for either 10/2 or 10/16 and will set up a group tour as well.

FinCom Budget review

Nothing to report this month.

August 13, 2008 Minutes

Motion by Phil to approve minutes as written, seconded by Paul, no discussion, all in favor.

Motion passes.

Action items held over from FY2008

DOR Rep-scheduled for 9/24.

Barbara Durand-in attendance tonight, will attend again in the 2nd quarter.

Melanie Phillips-in attendance tonight.

School Committee-Frank working on this

Tri-County-BOS met with and requested better communication
Subcommittee updates-will ask for updates each meeting
Additional meetings-additional meetings will be planned for in the month of March

Secretary Pay vote

Motion by Paul to approve secretary pay of 11.50 hours @ \$12.52 per hour for a total of \$143.98, pay 8/9/08 through 9/5/08. Seconded by Eric, no discussion, all in favor, motion carries. Frank requested that the secretary divide out the hours spent since 6/30/08 on the FinCom Appointment Committee versus FinCom and report back at the next meeting. This will be helpful for budgeting for next summer.

Association of Town Finance Committee

Wendy will pdf/email the registration form for the Annual meeting to all members. Frank will check past records and budgets and report via email how many members FinCom will pay for their attendance.

Motion to adjourn at 9:30pm by Paul, seconded by Eric; no discussion, all in favor, motion carries.

Respectfully submitted,
Wendy Harrington
Finance Committee Secretary
*Minutes approved 10/29/08

**Finance Committee-Final
Monday, October 27, 2008
7:00 PM
Sanford Hall**

Joint Meeting with the School Committee

Present:

**Frank Faist, Chair
Lawrence Ellsworth, Vice Chair
Phyllis Cerel
Mark Brown
Paul Marble
Eric Arbeene
Jan Fish**

School Committee members present were: Diane Borgatti, Chair; Debora Trindade, Vice Chair; Carole Bernstein; Steven Dahl; and Dawn Rice-Norton.

Also present were: Judith Evans, Superintendent; Diane Rockland, Asst. Superintendent; and David Verdolino, Business Manager.

Mr. Faist called the joint meeting to order. The meeting began with introductions of the School Committee members and School Dept. personnel followed by the Finance Committee.

Mr. Faist stated that the purpose of the meeting was to discuss the Finance Committee's expectations with regard to the School Committee's presentation of its budget. He referred to the list of questions prepared by the Finance Committee for the School Committee ahead of the meeting and stated that the main objective was to create an open line of communication so there would be no surprises in the budget.

Ms. Borgatti stated that the School Committee believes it has a transparent budget. She noted that the School Dept. has to answer to the state and federal government, too, which is why its budget might look different than what other Town departments produce. She also said that the way they must account for their budget makes it difficult to make "friendly" reports. She said that adding a Finance Committee liaison to the School Committee's Budget Subcommittee should help to answer many of the questions the Finance Committee might have about their budget.

Dr. Evans explained the philosophy of the School Dept. budget. She stated the Budget Subcommittee discusses the budget in detail, including how to market it to its audience. She provided the Finance Committee with a budget calendar and explained their budget development process. She said they intend to present the first working draft of the budget to the School Committee at its first meeting in November. They would submit it to the Town Administrator in January.

Dr. Evans stated that Asst. Supt. Rochlin was present to discuss special education, which accounts for 20% of their budget. Dr. Evans said there seems to be a perception by the Finance Committee that the School Dept. has significant discretionary money. She refuted this by

reviewing a number of mandates that drive the budget. She said the cost drivers would be presented to the public.

Mr. Faist said his exposure to the budget has been Mr. Verdolino's handouts. He acknowledged that the department has mandates but asked that the department's assumptions used to create the baseline of their cost be accounted for when assigning numbers in the budget.

Dr. Evans continued the review of the handouts she brought. She said the next couple of pages in the packet enumerate required non-discretionary spending. She said they have also provided a summary of budget cuts towards the back of the packet. She said that much of the budget information they have provided can also be found on the Dept. of Education (DESE) website. She briefly reviewed other pages of the handout, including net school spending, net school spending requirements, and comparable districts.

Mr. Faist said he was concerned about comparing the information on the state website with the Town's budget. He does not believe it is an apples to apples comparison. He cited the fact that the attribution of the health benefits as an example. Mr. Verdolino said the cost of benefits are on the DESE site. Mr. Faist said Medway residents do not see the cost of the benefits directly attributed to the Schools for an accurate comparison on the local level.

Dr. Evans elaborated on net school spending. She said Medway is at 10% above the minimum requirement. She said if the Town makes cuts to the School's budget, the Town could fall below the requirement and could be penalized by a reduction in Chapter 70 aid.

Mr. Faist said the School Dept. provides minimal information on its budget by way of explanation. He stated the Finance Committee would like to expand that considering the fact the School Dept. budget is 65-70% of the Town budget.

Dr. Evans said it takes time and patience to communicate the budget. She said they try to ensure their budget is presented on TV and that public forums are held strictly on this topic. She said she could provide a document for distribution. She mentioned that when she attended Town Meeting prior to her appointment as Superintendent she was surprised to see the School budget pass without a question. Mr. Faist stated that he would like to include the summary document she referred to included in the report of the FINCOM to the Annual Town Meeting booklets that are sent out in the spring.

Ms. Rice-Norton said the School's PowerPoint presentation of its budget is posted on the web. She said it defines priorities and driving factors. Mr. Faist said he is not saying the information cannot be found somewhere. He stated that the history of the budget process as it relates to his committee has been somewhat lacking in information. Dr. Evans said the budget is very detailed, right down to teacher specific salary. She asked what additional information he was seeking.

Dr. Evans pointed out that the biggest unknown in the budget is the revenue. She said they can predict with some accuracy what the Chapter 70 number will be and said they could expect that number to be maintained even with the economic downturn. She stated the role of the School Committee is to advocate for students, articulate needs and work backwards from there. She said the committee proposes to come forward with a budget based on needs. She said she does expect to make budget cuts before it goes to the Finance Committee and afterwards.

Mr. Faist said he identified four categories into which a budget can be identified: a needs based budget, a status quo budget, level services and level funded budgets. Mr. Faist stated that last

year the Town side had to put together a level service budget and a level funded budget. He said there were incremental wish lists known as program improvements prepared as well. He said he would like to see that from the School Committee and would be asking the Board of Selectmen to request everyone use the same terminology when developing their budgets. Ms. Borgatti said the School Department has needs, not wishes.

Dr. Evans said that level funding would mean cuts. She said level service terminology does not work either because the School Department's needs change every year.

Mr. Ellsworth asked what term the School Dept. would use. Dr. Evans said they would present a needs based budget. Mr. Verdolino stated that Dr. Evans has the right to present the budget as she sees fit. Mr. Faist said that the terminology is important to establish so that all departments will be presenting budgets in the same format. Dr. Evans replied that the School Dept. is complicated; there is no such thing as a level service budget. She said she would like to add school building based information to the budget, as well as performance data, enrollment, the team structure at the Middle School, and electives at the High School.

Mr. Faist said knowing the background and assumptions is helpful. He said when assumptions change or are no longer factors in their budget the Finance Committee would like to know about it. Ms. Borgatti stated that the School Dept. typically absorbs the unexpected budget hits and does not go to the Town for additional funds. Mr. Faist agreed that the department has managed its budget well. He said that they need disclosure, however, to help educate the residents of the issues the schools deal with during any given year.

Dr. Evans said she reports to the School Committee on the financial condition of their budget on a monthly basis. She said this includes the operating budget, revolving accounts, and grants. She said that the Finance Committee could see the ebb and flow of the finances.

Dr. Evans asked Dr. Rochlin to present information about the special education department. Dr. Rochlin provided an overview of the state and federal regulations affecting special education. She stated that every town is responsible for identifying students from the age of three to age twenty-two who have disabilities and require specialized instruction. She said that regulations specify that services must be provided in the least restrictive environment, which necessitates many programs and services. She referred the committee to a comparison of the out of district placements and noted the associated cost to the district beginning with FY 05. She reported that the cost of 46 students in FY 05 was \$1,695,535. She reported that the cost in FY 09 for 26 students is \$1,872,981.

Dr. Evans said they try to keep as many students in district as possible. She said the main reason for the rising cost of out of district placements is the increase in tuition costs, over which the district has no control, and the cost of residential placements, which are extraordinarily costly.

Dr. Rochlin continued referred to page two of her handout which details Medway's special education programs. She also discussed special education related services. She said they have a three prong approach to disability identification requiring special education services. Mr. Faist interjected to state that mandated services are not fully federally or state funded. Dr. Rochlin said that some are, but they are pushing for full funding. She said that right now the district receives about 40% of the cost of the mandated services.

Mr. Faist asked how the district gets the funds. Dr. Rochlin answered that Mr. Verdolino applies for grants to fund staff. Mr. Verdolino confirmed that 40% of their funding is received by federal

grants and Chapter 70 money. Dr. Evans mentioned circuit breaker money is received the year after the money is expended. Mr. Verdolino said that the threshold last year was \$32,000, or four times the foundation budget. Dr. Rochlin said that this year they received 72% of that amount. Dr. Evans added that special education transportation services are not reimbursed.

Mr. Verdolino noted that grant funded teaching positions are represented in the budget. Mr. Faist said he wants the public to be made aware of fixed costs.

Dr. Rochlin said one reason for showing the comparisons of the out of district placement is to show Medway's improvement in keeping these students in the least restrictive environment. She reported that of a student population of 2,763, 551 are on Individual Education Plans (IEPs).

Ms. Fish asked if the district is paying for the transportation of the out of district placements. Dr. Rochlin answered yes; the federal government defines it as a related service. To give an example of the cost of out of tuition placements, Dr. Evans mentioned that tuition at Perkins is \$246,000 year. Dr. Rochlin added that tuitions are approved by the state; they have no control over the cost. The chair added that the tuitions can be retroactive. She also clarified that if the district has a residential placement whose family moves from the Town to another community Medway is still responsible for the full year of tuition for that student.

Dr. Rochlin reviewed the special education data by school. She reported the total special education professional staff is 39.9 and paraprofessional staff is 47.8. Mr. Faist requested that the FTE number also be shown as physical numbers. Dr. Evans asked why. Mr. Faist answered that he wants to know the actual numbers of employees in the School Department. Ms. Trindade stated that the budget book delineates how the staff is allocated. She said it is color coded data and will show a 0.8 status in one school and 0.2 in another as appropriate. Mr. Faist said looking at the data in that format is labor intensive for the Finance Committee.

Dr. Evans said she still did not know what Mr. Faist was trying to accomplish. He said that he wants to normalize the data with the Town side budgets. Mr. Ellsworth added that it is part of the picture, not a criterion. Dr. Evans said she thinks some people may have felt that the school was hiding behind that number. Mr. Faist said the Town does not do FTE's. There was further discussion about the relevance of physical numbers. Ms. Fish said that understanding the impact of the staff allocation is significant for the general public.

Dr. Rochlin concluded her report on special education with the district's strengths and challenges. She said the district is trying to meet all of the requirements of free public education in the least restrictive environment in a fiscally responsible manner.

Ms. Rice-Norton pointed out that the numbers are fluid. She said all the department needs is one out of district enrollment to significantly impact its budget. She said they could add "descriptors" to the budget to detail the department's efforts to keep costs down, e.g. substantially separate classroom to keep students in district.

Dr. Evans gave credit to Dr. Rochlin for her efforts to keep the out of district placements low. Dr. Rochlin said that is a benefit to these students and the general education students; there is learning on both sides.

Dr. Rochlin noted that the district's Coordinated Program Review is coming up this year.

Ms. Fish asked for clarification of the out of district placement totals and tuitions. She also asked about the physical therapist the district retains at an hourly rate. Dr. Rochlin said they have had to rely on contracted services on occasion and it is generally not cost effective.

The committees moved on to the previously provided Finance Committee questions. Mr. Faist said they have already covered definitions, which was question #1. He said he would like those to be identified in the minutes and to use them globally. Dr. Evans said the School Committee would not be using them.

Addressing question #2, Mr. Faist said they want to see actual expenditures. He said they have already discussed special education. Dr. Evans said there have been actuals presented. Mr. Faist said he has had trouble understanding them. Dr. Evans said the projected versus the actuals are very close in their budget. She asked him for specifics. Mr. Marble said the elevator expense would be an example of an unbudgeted expenditure. Mr. Ellsworth expressed these as mid year corrections. Ms. Trindade said the School Department has done a good job with maintenance issues.

Mr. Ellsworth asked for attention to be drawn to the volatile line items. Dr. Evans reiterated that most of the budget is predictable. She said the biggest line item is personnel. She said sometimes grants can pose a surprise.

Mr. Faist said that unexpended funds on the Town side fall to free cash. He commented that when budgeting the Town presents actuals and the projected budget on the same spreadsheet. He asked where the Schools' unexpended funds go. Ms. Trindade said these fall to free cash as well.

Mr. Faist addressed question #3. The first subsection asks for a breakdown of staff by category and physical numbers. Dr. Evans again asked why he would need that information. Mr. Faist said to start he would like an electronic copy of their budget.

There was discussion of student to teacher ratios. Ms. Trindade said that Medway is on the high side at 17.1:1. Mr. Marble asked if the School Dept. has target numbers. Dr. Evans said she is looking at this now. She said that she discovered some fifth grade math classes that have over 25 students in them. She said this is too high, particularly given that the Middle School is on corrective action. She said most class sizes are within reason, however. She said she regrets not being able to provide some electives at the High School because they do not have the staff. Ms. Trindade said the numbers are more concrete at the lower levels. Dr. Evans stated the School Dept. determines the needs and the Finance Committee determines if they are reasonable.

Mr. Faist moved onto question #3b., which deals with year to year comparisons of expense items and budget drivers. Dr. Evans asked Mr. Verdolino if he had any questions about the request. He did not. Answering to another part of the question, Dr. Evans said that the budget reflects the grants. Mr. Faist said they do not show up on the revenue side. He asked if the grants fund benefits. Dr. Evans said they fund retirement benefits, but not insurance costs. She noted that all health insurance costs are accounted for in the Net School Spending (NSS) formula. She said if the Town were to remove this item from the formula, it would be responsible for making up the deficit in NSS.

Regarding question #4, Dr. Evans thanked the Finance Committee for the suggestion on benchmarking. She said they are proud of their achievements.

Ms. Fish asked for a comparison of spending per pupil and MCAS scores. Dr. Evans said that information would show the district is spending their money well. She said in Shrewsbury, the district she previously worked in, was in the top 20% for MCAS scores but spent in the bottom 20%. She said Medway is comparable and is using its funds as efficiently as possible.

Mr. Ellsworth asked if it was possible to see per pupil spending by grade, which would help identify where additional funds would need to be expended. Dr. Evans replied that High School students are inherently the most expensive. She said a better question to ask is, "What are our needs?" She said they need to focus on the elementary and Middle School levels to achieve Adequate Yearly Progress.

Mr. Faist asked about the Schools' wish list. Mr. Dahl said to simplify they look at what the School Department asked for that was not funded. Mr. Faist said that program improvements are a good thing. Ms. Trindade said that Jeff Devolder is the liaison to the Budget Subcommittee, which would help the Finance Committee to have a clearer understanding of the process.

Mr. Faist referred to the topic of benchmarking. Dr. Evans responded that some of the data was in the handout the committee received.

Ms. Borgatti stated that the budget dialogue should continue in January and the Finance Committee's liaison could update them in the meantime. Mr. Faist said the School Committee could chair the next meeting. Ms. Borgatti said that they would host. She said the School Committee appreciated the questions and reiterated that it is a complex process and the taxpayers should know it is a very thoughtful document.

Mr. Faist thanked the School Committee and department staff for answering their questions. He said that the information was helpful to their ends.

Mr. Ellsworth moved, seconded by Mr. Arbeene, and it was
VOTED: to adjourn.

*approved 12/10/08

Minutes of Finance Committee-Final

DATE: October 29, 2008

LOCATION: Sanford Hall

PRESENT: Frank Faist, Eric Arbeene, Jeff Devolder, Phil Giangarra, Jan Fish, Mark Brown, Larry Ellsworth, Phyllis Cerel, Paul Marble and Wendy Harrington, Secretary

ABSENT:

GUESTS: Suzanne Kennedy, Susy Affleck-Childs, PB, Alison Slack, Affordable Housing, Eric Alexander, Affordable Housing, Andy Rodenhiser, PB, Mark Cerel, Town Moderator, Rich Dunne, Selectman, Mark Flaherty, Water Superintendent, Melanie Phillips, Treasurer/Collector,

PURPOSE: Regular monthly meeting and Public Hearing

Frank Faist called the Finance Committee (Fin Com) meeting to order at 7:10pm.

Update on FinCom Budget Phil Giangarra, Clerk, advised that we are on track and will check with the Town Accountant to ensure his record keeping matches hers.

Budget Timeline Update Frank Faist advised we are on track in the development process. The schools are starting a rough draft in early December and the Town is working on a forecast of revenues.

Larry Ellsworth commented that the joint session with the School Committee was very helpful. He explained that Dr. Evans would like a transparent budget process. Jeff Devolder is the FinCom Rep for the School Budget sub committee and is attending the working sessions.

September 10, 2008 Minutes Meeting minutes were reviewed. **Larry Ellsworth moved that the Committee approve the minutes of 9/10/08 as amended; Seconded by Paul Marble; no discussion; 7-0 two abstentions.**

Outstanding items Bulk rate was discussed and has been resolved. There is extra money in the Post Office account which can be used to pay postage on the ATM book in the spring. Annual Town Finance Meeting is coming up, no one from Medway FinCom plans to attend.

Secretary Timesheets Secretary Timesheets were reviewed for a total of 20.5 hours or \$256.66. **Larry Ellsworth moved that the Committee approve the timesheets presented for 20.5 hours or \$256.66; Seconded by Jan Fish; no discussion; 9-0.**

Public Hearing As part of the new Town Charter, FinCom is required to hold a public hearing to review the articles on the upcoming Town Meeting Warrant. Moderator Cerel advised that he likes to see a positive motion on every article. If there is a negative motion he will look for the proponent of the motion to enter a positive motion, if not, he will go back to FinCom to dismiss/delete/remove the article.

FinCom left regular session meeting at 7:42 and moved to Public Hearing

Public Hearing began at 7:42pm Frank Faist explained to those present that there would be an open discussion on each article's content. A request for any public comment will be addressed as well. The articles will be voted on by FinCom once FinCom returns to regular session meeting.

Review/Recommendations-Fall Town Meeting Warrant

Article 1- Article one is a house keeping item for accounting. This is an adjustment to the way accounting recognizes indirect costs on the tax recapitulation sheet. No public comment.

Article 2- This article is to see if the Town will vote to rescind Article #6 of the 2008 ATM and vote in its place to appropriate the sum of \$911,373 to operate the Water Dept Enterprise Fund. And further that the Indirect cost appropriation of \$144,140 which was raised and appropriated in the General Fund Operating Budget at the 2008 ATM be allocated to the Enterprise Fund for funding. No public comment.

Article 3- This article is to see if the Town will vote to rescind Article #7 of the 2008 ATM and vote in its place to appropriate the sum of \$281,332 to operate the EMS/Ambulance Department Enterprise Fund. No public comment.

Article 4- This article moves salary from the Board of Assessor's to Planning Board and Building Inspector salary. This is due to reassignment of a staff person from Assessor's to work FT, ½ in Building, ½ in Planning. No public comment.

Article 5- This article will provide raises to certain non-union personnel who follow the union contract. The municipal contract has not been signed and the Town Administrator would like to provide raises totaling \$23,123.47 to these employees. No public comment.

Article 6- This article transfers \$41,880.30 from salary reserve to the police department as their contract has been settled. No public comment.

Article 7- This article simply re-allocates funding on purchases of equipment with the total remaining at \$180,000. Fire alarm/lift from \$30,000 to \$12,000, sweeper from \$110,000 to \$123,000, Dump truck from \$40,000 to \$45,000. No public comment.

Article 8- Article 8 is for acquiring property for crosswalk revamping to comply with state regulations. Administrator Kennedy advised that the motion will say "acquire by gift" and if unable to acquire will come back to ATM. Motion will say a gift. No public comment.

Article 9- Article 9 requests approval to transfer monies from the water main account to water testing. No public comment.

Article 10- Article 10 is to transfer \$20,750 to the emergency water account to cover unexpected costs (i.e. cleaning of a well, break down of equipment). No public comment.

Article 11- Article 11 is to transfer \$554,000 which was unspent funds on the Village Street Well to the Industrial Well. These monies will be used for unexpected litigation on this well. No public comment.

Article 12- Article 12 is anticipating the demolition or renovation of the Highland Street Well but the Town is awaiting a study to be done by Tata & Howard. More information will be available after 11/3/08. No public comment.

Article 13- CPC to pay the legal bills for 50 Winthrop Street, which is held up in Probate Court, this article transfers those funds. Exact amount of money is not available today, but will be in the near future. No public comment.

Article 26-This article allows the Town to solicit for information for a possible organic farm at 50 Winthrop Street. This article authorizes the town to engage in the RFP process but the town can only solicit for organic farming or related activities. No public comment.

Article 14- This is a no cost Article presented by the Veteran's Agent which provides those town employees who go into active service to maintain their employment status and be compensated by the Town the difference between their US pay and their Town pay for a combined total of what they were being paid by the Town prior to their active service. Public Comment: Selectman Dunne advised that the Selectmen supported this article and requested the funding come from salary reserve. Administrator Kennedy suggested funding may come from FinCom reserve as it would be an emergency expense. Jeff Devolder offered that this could affect reservists every year as they are called for a 2 week active duty session.

Mark Cerel suggested that FinCom should look at the statute, read the language and do due diligence. Jeff Devolder would like to see the number of reservists and guardsmen and Administrator Kennedy was unsure of these numbers. No public comment.

Article 24-This article provides residents the ability to donate to the elderly and disabled to help pay their taxes, through their tax bill. Present to discuss was Treasurer/Collector Melanie Phillips. A committee would establish the requirements for rewards based on need. No public Comment.

Article 25- This article provides for trench digging permits, for the safety of our residents. This article was placed as a requirement of Town Counsel. No public comment.

Article 27- This article provides for the town owned property at 9 Walker Street to be transferred to affordable housing, with the source of funding for any incurred expenses coming from CPC. This land was acquired by tax taking in 1940 and has the town has received no tax income on it since then. There is the potential for Habitat for Humanity to establish the property for affordable housing. This would need to go through the RFP process if passed at Town Meeting. No public comment.

Article 15- This article amends the Site Plan section of the Zoning Bylaw to strengthen and add language that will enable the Planning Board to establish mitigation measures as part of a site plan approval decision. No public comment.

Article 16- Article 16 accomplishes the same thing for the OSRD section of the Zoning Bylaw. No public comment.

Article 17- Article 17 accomplishes the same for the ARCPUD section of the Zoning Bylaw. No public comment.

Article 18- Article 18 amends the Site Plan section of the Zoning Bylaw to revise the text regarding the process for modifying a previously approved site plan. Provides specific direction for the Planning Board and Inspector of Buildings. The change will make the process clearer. No public comment.

Article 19- Article 19 amends the Adaptive Use Overlay District section of the Zoning Bylaw to adjust the boundaries of the area covered. It adds 5 parcels on the north side of Main Street to the District and removes Choate Park. No public comment.

Article 20- Article 20 amends the Zoning Bylaw to eliminate the provisions of the Commercial VI zoning district and amends the Zoning Map to change the zoning of this area from Commercial VI to the “new” Commercial I district that was approved by Town Meeting on 6/2/08. No public comment.
Article 21- This article simply amends the Zoning Bylaw to update the list of all the various zoning districts in Medway. No public comment.

Article 22- Frank removed himself from this discussion as he has a conflict of interest with this article. This article proposes additional streets for acceptance as public ways. Streets involved are parts of Freedom Trail, Independence Land, Ivy and Hunter Lanes, Broad Acres Farm Road, Stable Way and a portion of Olde Surrey Lane. These are all still in the process of being completed. ConCom and the Planning Board are meeting this week to finalize and ensure that all conditions have been met by the Developers. Susy Affleck-Childs of the Planning Board explained that the new process is that developers are required to pay money into a construction account so that counsel can be paid if there is a need to do so. More information may not be available until the night of Town Meeting. Andy Rodenhiser added that he thinks these roads will ultimately be approved and the outstanding issues are open space issues. No public comment.

Article 23- Article 23 expands the existing Priority Development site in the 495 Business Park under the State’s 43D Expedited Permitting program. This article adds a portion of the Oak Grove/bottle cap area adjacent to Cybex and includes some of the parcels owned by the Town of Medway and by Dick and Peg Williams. This will be a private/public partnership to jointly participate to produce and RFP for the highest bidder. Once property is 43D it is marketed by the State and grant money will help to title work, etc. No public comment.

Seeing no further public discussion, Jan Fish moved that the Committee close the public hearing and return to regular session; Seconded by Mark Brown; no discussion 9-0. Frank added that written comments are required within 10 days.

Article 22 was discussed. It was advised that no positive action has taken place between ConCom and the developer. Frank outlined the options available: approve, dismiss, TBA on floor, or defer decision until meeting before town meeting.

The committee proceeded to list all Articles and if a member had a question/concern on an Article the Article was held for further discussion. The following were passed through unanimously the first time through. Thus a motion to approve.

Phyllis Cerel moved that the Committee approve the following Articles:

1,2,3,4,5,6,7,8,9,10,11,15,16,17,18,19,20,21,23,24; Seconded by Larry Ellsworth, 9-0

The following had been held for further comment/discussion and then voted on.

Eric Arbeene moved that the Committee approve Article 12 at TBD; Seconded by Mark Brown; no discussion;9-0.

Phyllis Cerel moved that the Committee approve Article 13; Seconded by Phil Giangarra; no discussion 9-0.

Phyllis Cerel moved that the Committee TBD Article 14 so that the group may read the MGL that pertains to this Article and do more research; Seconded by Jan Fish; no discussion; 9-0.

Paul Marble moved that the Committee TBD Article 22 for the outcome of the meetings that ConCom and the PB have this week; Seconded by Larry Ellsworth; no discussion; Jeff Devolder abstained as he lives on a street in question; 8-0.

Larry Ellsworth moved that the Committee TBD Article 25; Seconded by Phil Giangarra; Motion defeated. Phyllis Cerel moved to approve; Seconded by Jeff Devolder; no discussion; motion approved.

Larry Ellsworth moved that the Committee approve Article 26; Seconded by Phyllis Cerel; Discussion: preordained an organic farm; 9-0.

Jan Fish moved that the Committee TBD Article 27; Seconded by Phyllis Cerel; no discussion 8-1.

Articles to TBD are: 12, 14, 22, 27

At 10:58pm Phyllis Cerel moved that the Committee adjourn; Seconded by Jan Fish; no discussion 9-0.

The next meeting of the Medway Finance Committee will be November 10, 2008 at 6pm at Medway High School, Room A111.

Respectfully submitted,
Wendy Harrington
Finance Committee Secretary
*approved 12/10/08

Minutes of Finance Committee-Final

DATE: November 10, 2008

LOCATION: Medway High School Room A113
Medway, MA 02053

PRESENT: Frank Faist, Eric Arbeene (arrived late), Jeff Devolder, Phil Giangarra, Jan Fish, Mark Brown, Larry Ellsworth, Phyllis Cerel, Paul Marble

ABSENT:

GUESTS: Suzanne Kennedy, Susy Affleck-Childs, PB, Alison Slack, Affordable Housing, Andy Rodenhiser, PB, Anthony Mastroianni, Veteran's Agent

PURPOSE: Pre Town Meeting

Frank Faist called the Finance Committee (Fin Com) meeting to order at 6:05pm.

ETR Veteran's Agent-Tony Mastroianni

Veteran's agent Mastroianni was present to discuss his transfer request of \$7,685.00. These are funds needed to meet the needs of families and veteran's benefits. Benefits are for financial assistance on hospitalization and unemployment coverage. 75% of these monies are reimbursed by the government but the time it takes to refund is unpredictable.

Motion by Phil to approve the ETR of \$7,685.00 to the Veteran's Agent. Seconded by Jeff, no discussion, all in favor, motion carries (Eric was not yet present for this vote)

Fall TM Warrant Article 14-Tony Mastroianni, Veteran's Agent

This article would mandate that servicemen, who are Town employees and who are called to duty, continue their seniority and hold their job with the Town. The article would also pay the difference (if any) between their US pay and what they are paid from the Town. Currently there are no Town employees that could be potentially called to duty.

Paul voiced his concern that if this is enacted the Town will be tied to the change and it could be fiscally irresponsible. He suggested making a bylaw change "in our own words" may be more of a positive step.

It was agreed by the Committee that enough information to make a positive motion was not presented to FinCom and it was suggested that this Article be held for a future TM.

(Eric Arbeene arrived at 6:25pm)

Motion by Paul to table Article 14 due to not enough information to make a positive motion. Seconded by Phil, no discussion, 8-0 (Eric abstained; he was not present for the entire discussion)

Article 12

Motion by Paul to dismiss Article 12. Seconded by Phil, no discussion, all in favor.

Article 27

Susy Affleck-Childs was present to discuss 27 Walker Street. She advised the Committee that CPC has been receptive and supportive on this Article and the Planning Board met on Saturday morning and have endorsed this Article.

Frank advised the Committee that the Board of Selectmen have recommended not to approve this article in a vote of 3-2.

Paul added that the Town has owned this for years and the Town tried to sell the property for years with no taker, and no tax revenues coming in. This is the Town's way of taking a step forward on affordable housing and receiving tax revenues on the property at the same time.

Alison Slack from Affordable Housing advised that if the Article passes then an RFP will be written with an emphasis on Habitat for Humanity building on the property with a request that a Medway resident get first right on living there. Andy Rodenhiser, PB Chair advised the Committee that a Town employee could possibly get first right to living in this property. The property would have a single or duplex home built on it.

Larry asked if there were other lots available for affordable housing. Susy Affleck-Childs advised there are 5-8 lots that are available. Susy will present those locations at a future meeting.

Selectman Chairman Trindade spoke on the Selectman's vote on this article. He believes this is found land and as affordable housing the tax revenue will come in. He spoke favorably on affordable housing and that it is a positive step the town should take. The vote did not pass through the Selectman as three members believed the sale of the property should be investigated as possible income of a lot and not just the tax revenue.

Motion by Phyllis to recommend for approval. Seconded by Phil, no discussion, all in favor.

Article 22

Susy Affleck-Childs advised the group that this Article has been revised and removes all questionable streets from the previously written Article.

Motion by Jan to recommend this Article for approval, as amended by the Planning Board. Seconded by Paul; Discussion: Confirmed that Broad Acres is no longer a part of this Article, confirmed by Andy Rodenhiser; 8-0 voted, Frank abstained.

Article 7 change-Dave D'Amico, DPS Director

Director D'Amico advised the Committee that two line items in Article 7 have had their amounts changed. The Fire Alarm-Lift was changed from \$12,000 to \$17,000 and the Dump Truck from \$45,000 to \$40,000.

Secretary Pay vote

Motion by Jeff to approve secretary pay of 16.50 hours @ \$12.52 per hour for a total of \$206.58; pay 10/25/08 through 11/14/08. Seconded by Larry, no discussion, all in favor, motion carries.

Motion to adjourn at 6:55pm by Jan, seconded by Larry; no discussion, all in favor, motion carries.

Respectfully submitted,

Wendy Harrington

Finance Committee Secretary

*approved 12/10/08

Minutes of Finance Committee-Draft

DATE: January 14, 2009

LOCATION: Sanford Hall, Medway Town Hall
Medway, MA 02053

PRESENT: Frank Faist, Eric Arbeene (arrived late), Jeff Devolder, Phil Giangarra, Jan Fish, Mark Brown, Larry Ellsworth, Phyllis Cerel, Paul Marble

ABSENT:

GUESTS: Suzanne Kennedy, Melanie Phillips, Carol Pratt, Barbara Saint Andre

PURPOSE: Regular Monthly Meeting

Frank Faist called the Finance Committee (Fin Com) meeting to order at 7:07pm.

Chairman Frank Faist introduced Shirley Bliss as the new Secretary for the Finance Committee. Shirley will take over for Wendy Harrington after tonight's meeting.

TOWN CHARTER PRESENTATION-Barbara Saint Andre

ASSESSORS/BOARD OF SELECTMEN PRESENTATION ON ALLOCATION CHANGES-Town Administrator, Suzanne Kennedy and Town Accountant, Carol Pratt

REVIEW OF PROPOSED TOWN MEETING CALENDAR

Administrator Kennedy explained the reason for holding a Special Town Meeting on February 24, 2008 is to transfer funds from salary reserve to specific line items to fund the municipal contract that was ratified recently. It is possible that other warrant articles may be presented as well.

Jan asked that warrant articles be sent out to Fincom members ahead of time so that they can more carefully be reviewed before the public hearing on 3/11/09.

CIPC ETR REQUEST-Jim Palladino CIPC Chairman

Chairman Palladino has come before the Finance Committee to request an Emergency Transfer in the amount of \$1,120.00 to pay for the CIPC's administrative support hourly wages that have exceeded the budgeted amount for this budget cycle. This overage was due to a more compressed meeting schedule which was not anticipated. The CIPC have revise their budget for the upcoming year and this \$1,120.00 will carry CIPC through June 30, 2009. The funds requested will be transferred from the FinCom reserve account which has a current balance of \$92,315.00.

Motion by Larry to approve the emergency transfer request of \$1,120.00 from FinCom reserve to CIPC salary; Seconded by Jeff; no discussion; all in favor.

FINANCE COMMITTEE VOLUNTEER TO RFP FOR COMMUNITY FARM

Susy Affleck-Childs, Planning Board Assistant has requested a member of FinCom serve on a panel to help review the bids that come in from the RFP for the Medway Community Farm. Phyllis Cerel volunteered to be the volunteer from FinCom.

FINANCE COMMITTEE BUDGET SCHEDULE REVIEW

Frank reviewed the current budget schedule with FinCom member. A revised schedule will be

FinCom Budget Status

Phil advised that the discrepancy of \$170.61 discussed last month has been resolved, but after receiving documentation from the Town Accountant this month there is a disputed amount of \$128.07 posted under postage that is unaccounted for at this time. The Secretary advised the only amount added to postage was a FedEx charge for \$24.57. After some discussion it was determined that the remaining amount could be for a legal ad for the public hearing held before the Fall Town Meeting. Phil will discuss this discrepancy with the Town Accountant.

Item	Budgeted	Spent
Salaries	\$ 2,224.00	\$ 932.74
Expenses	\$ 4,550.00	\$ 395.18
Reserve	\$100,000.00	\$ 7,685.00

Meeting Minutes

Motion by Paul to approve the minutes from 12/10/08 as amended; seconded by Phil; no discussion; all in favor

Secretary Pay

Motion by Jan to approve secretary pay of 4.5 hours totaling \$56.34 from 12/13/08 to 1/9/09; Seconded by Phyllis; no discussion; all in favor

Outstanding items

Frank will contact the SC to schedule a meeting in February.

Liaison Reports

Eric-Nothing to report

Paul-Nothing to report

Mark-Nothing more to report from CIPC

Larry-Revenue Enhancement Committee meeting again on Tuesday

Frank-

Phil- Nothing relating to money to report. New development off West Street requiring a special permit almost approved.

Jan-Planning board is identifying changes to zoning laws and planning rules.

Jeff-School Committee budget presentation is posted on the School's website, items of particular interest appear in the back with comparative data that members may be interested in reading.

Phyllis-The library is not comfortable coming to FinCom for an ETR to pay for the heating system repairs. The library will fund the repairs with interest from the Trust.

Motion by Jan to adjourn at 8:40pm; seconded by Phyllis: no discussion; all in favor.

Respectfully submitted,
Wendy Harrington
Finance Committee Secretary