



Town of Medway  
**FINANCE COMMITTEE**

155 Village Street  
Medway MA 02053

**Tel: (508) 533-3200**

**Fax: (508) 533-3201**

**Meeting Minutes: February 8, 2012**  
**Medway High School Library**  
**88 Summer Street**

**Present:** Chairman Martin Dietrich; Vice Chairman Jeff O'Neill; Clerk Chris Lagan; Members: Christine Devine, Kevin Dickie, Neil Kennedy, Tony Pacholec, and Frank Rossi.

**Absent:** Jim Sheehan.

**Also Present:** Suzanne Kennedy, Town Administrator; John Foresto, Chairman, Board of Selectmen; Capital Improvement Planning Committee – Tom Anderson, Chair; Rich Briggs, Jim Dillingham, and Peter Sigrist.

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There being a quorum present, Chairman Dietrich called the meeting to order at 7:03 PM.

**Public Comment:** None.

**Presentation – Capital Improvement Planning Committee (CIPC):**

*The Committee reviewed the following information: (1) 2013-2017 Capital Projects List, prepared by David D'Amico, Deputy Director, Department of Public Services; and (2) FY2013 Budget Report, prepared by the Capital Improvement Planning Committee, dated February 6, 2012.*

Mr. Tom Anderson stated this is the annual report featuring what the committee would like to fund on projects, 75 projects totally \$28 million. Each committee member rates the projects, and those ratings are merged together in a multi-layered analysis. Last year the committee recommended 81 projects for \$27.5 million, with the previous year totaling \$15 million. He noted that the single biggest item they considered is replacing the Department of Public Services facility, which did not make this year's list. While some DPS projects are on the list, the building itself is not. It was noted that some projects were denied, other merged into other projects, while others were funded via other methods. Funding is predominantly accomplished via free cash, general fund, enterprise accounts and bonding (one project). At Town Meeting, projects are not voted individually, but as a group.

Discussion began on review of the projects funded from free cash, beginning with generators, library HVAC units, Information Technology upgrades, and sidewalk improvements. A new flatbed truck will have interchangeable apparatus which helps save money instead of buying separate types of trucks, eliminates need for separate sander, street cleaner, and dump truck, and can be used all year long. Swapping out various types of equipment takes about an hour.

Regarding a Fire Department command vehicle, the department does not have one now. If the Fire Chief arrives at a scene before the regular trucks, he has minimal emergency equipment. A proper command vehicle would enable him to be a first responder.

Discussion followed on the stabilization fund and the Town's bonding capacity. A ladder truck for the Fire Department would be the only bonded item. The current truck is 31 years old and the ladder no longer fully extends. The price on the project list is \$800,000 but the expected price is closer to \$865,000. This will be finalized as they move forward. Bonding is usually for 30 years. A water superintendent truck, as well as various sewer system improvements, will be funded out of Enterprise accounts. Discussion followed.

Regarding Parks and Recreation items, Mr. Anderson stated the Oakland Basketball Court has been on the list for a couple of years. The committee hopes to solicit residents on their expectations for the parks in the community. Brief discussion followed on fees for Parks and Recreation classes, how much fees are, where the money goes, who has the authority to collect that money, how that fund has grown and proposed uses.

Mr. Jeff O'Neill stressed the importance of considering things that are visible to residents. Mr. Anderson stated there are a number of things on the list that are critical because they either are not working, are failing, essential repairs or equipment replacement. It was suggested to install lights at playing fields to make the fields more available. Mr. Kevin Dickie suggested lack of availability might often be the case of poor scheduling or people just wanting the better fields. Selectman John Foresto noted that field space has increased dramatically in the last 20 years, and much of the lighting, maintenance, and other related costs were paid by soccer clubs and other sports programs. Discussion followed.

Regarding DPS Facility, there was some discussion on what this facility needs to be. The committee recommended that the Board of Selectmen form a committee to explore various options apart from building a new building. Looking ahead, it should be something that could be funded via debt exclusion in 2016, as it will take two years to get something solid decided.

To coincide with the Medway 300 celebration, new signage is suggested throughout town and especially markers at town lines. This was a joint request from the Department of Public Services and the Planning Department. Some signs will be granite posts while others will be aluminum. It was noted that many residents think the Medway 300 signage is more for community identification rather than improving anything.

Mr. Frank Rossi asked if replacement of student lockers at the middle school could be added to the list for FY2014, if they are not part of the repair project. Mr. Anderson responded that replacement of the lockers is not considered "repair" by the state.

Mr. Anderson stated the committee will meet again next week and will start prioritizing projects on the list. They will also start getting quotes from vendors. Law requires they get three written quotes for each big ticket item. They will also update the list posted online.

The committee complimented the group on their progress, noting it is very organized and thorough.

**Review of Budget Process:**

*The Committee reviewed the FY2013 Budget Calendar with Town Charter references to the budget process (received at meeting).*

Present: Suzanne Kennedy, Town Administrator; John Forest, Chairman, Board of Selectmen.

Ms. Kennedy distributed updated copies of the FY2013 Budget Calendar along with pertinent references to the Town Charter regarding the budget process. She stated the budget process is a 5-year plan, tracking revenue and expenditures for five years, and each year's budget process begins in July, the start of the fiscal year. Updates and revisions are made weekly. She reviewed the overall budget process, noting that the Town is bound to the calendar as set forth in the Town Charter. This means that the Board of Selectmen is the first group to view the complete budget. A complete budget includes a capital budget, school budget, department budgets, all of which are combined to create Comprehensive Operating and Capital Budgets. Ms. Kennedy briefly reviewed the rest of the calendar, leading up to Annual Town Meeting.

Ms. Kennedy stated various communication methods are being considered to disseminate information, such as Facebook, Town websites, etc. Chairman Dietrich will work with the Town Administrator to compile the Annual Town Report. Brief discussion followed on departmental reports and liaison reports. She stated in Holliston reports are made available to residents but not published in the Warrant. Mr. Chris Lagan asked about electronic distribution of the Warrant; Ms. Kennedy responded that it is against the law.

At this time, it is believed that Annual Town Meeting will happen in May as set forth in the Town Charter.

Due to the mild winter, the snow and ice budget has barely been touched. Ms. Kennedy confirmed that it cannot be rolled over to next year's budget, but that it has to fall to free cash.

**Budget Calendar/FinCom Meeting Schedule:**

Given that the budget is expected to be completed by March 13, the committee decided to meet on March 14, 21, 28, as well as April 4. The public hearing would be scheduled for April 11, and the committee's regular monthly meeting would be on the same night. If things are moving slowly toward approval of the budget, the committee may ask the Town Administrator to attend the April 4 meeting.

Chairman Dietrich asked committee members to take a week or so to look over the budget books after receipt, and prepare questions for discussion.

**Financial Reports:**

Mr. Chris Lagan, Clerk, briefly reviewed the finances of the committee. No change from January reports.

**Mr. Kevin Dickie moved the committee approve payment of an invoice from Community Newspapers in the amount of \$65.88; Mr. Sheehan seconded. No discussion. Vote: 8-0-0.**

**Liaison Reports:**

Liaison reports were presented relative to the following groups: Community Preservation Committee, School Committee, Economic Development and Planning Board, School Building Committee, Board of Selectmen and Medway Public Library.

**Approval of Meeting Minutes:**

*The committee reviewed draft minutes of meetings held on November 15, 2011, December 14, 2011, January 4, 2012, and January 17, 2012.*

**Mr. Frank Rossi moved to approve the minutes of November 15, 2011, as amended; Mr. Jeff O'Neill seconded. No discussion. VOTE: 7-0-1 -- Kennedy abstain.**

**Mr. Chris Lagan moved to approve the minutes of December 14, 2011, as amended; Mr. Frank Rossi second. No discussion. VOTE: 4-0-3—Dietrich, Kennedy and Pacholec abstain.**

**Mr. Jeff O'Neill moved to approve the minutes of January 4, 2012, as drafted; Mr. Tony Pacholec seconded. No discussion. VOTE: 7-0-1 – Rossi abstain.**

**Mr. Jeff O'Neill moved to approve the minutes of January 17, 2012; Mr. Chris Lagan seconded. No discussion. VOTE: 7-0-1 –Pacholec abstain.**

**Next meeting:**

The next regular meeting will be Wednesday, March 14, 2012 at 7:00 PM, in the library at Medway High School.

**At 8:47 PM Mr. Kevin Dickie moved to adjourn; Mr. Jeff O'Neill seconded. No discussion. Vote: 8-0-0.**

Respectfully submitted,

Jeanette Galliardt  
Night Board Secretary



Town of Medway  
**FINANCE COMMITTEE**

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**Meeting Minutes: March 14, 2012**  
**Medway High School Library**  
**88 Summer Street**

**Present:** Chairman Martin Dietrich; Clerk Chris Lagan; Members: Christine Devine, Kevin Dickie, Neil Kennedy, Tony Pacholec, Frank Rossi and Jim Sheehan.

**Absent:** Jeff O'Neill.

**Also Present:** Suzanne Kennedy, Town Administrator; John Foresto, Chairman, Board of Selectmen; Selectman Dennis Crowley; Melanie Phillips, Finance Director.

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There being a quorum present, Chairman Dietrich called the meeting to order at 7:05 PM.

**Public Comment:** None.

**Review of Budget Process:**

*The Committee received the FY13 Budget Books and supporting materials from the Finance Director and Town Administrator at the meeting.*

Selectman John Foresto stated the budget is a level funded budget for the most part, with small differences between the school and Town side. The schools have lost some head count and have added some positions with the available funds, in addition to some new programs. On the revenue side, state aid figures have not been confirmed.

Selectman Foresto stated the Board of Selectmen is adamant about education and public safety, and asked the committee to consider those first. There has been a 28% increase in calls to the police station since 2005, and the Board believes it the right thing to add another patrolman (salary \$62,000) at this time. Domestic violence and drug abuse are two big items as well as time spent in court. It would make sense to elevate a current officer to detective and hire a new patrolman. The only head count change in the new budget has been on the Town side in the Police Department.

Ms. Christine Devine asked if there was any savings generated by reduced overtime. Selectman Foresto stated overtime is used mostly to cover shifts that are open due to absences, vacation or court appearance, and some shifts are never complete. The national average is 22 patrolmen for a community the size of Medway. He added that the real increase is in the caseload. Demands on services have increased, and lifestyles have changed.

It was also noted that all union contracts expire this year and will need to be renegotiated. Having a large amount of operational reserve may work against the Town in those negotiating sessions, so those funds will be used to help offset some non-budgeted items, as well as moving some free cash to the proposed Capital Improvements Stabilization Fund.

Selectman Crowley cautioned that, if the economy does not improve, the operational reserve will be needed, and the Board feels it important to get that total under \$1 million, maybe \$975,000. Over time the fund will be intentionally depleted. Ms. Kennedy stated she anticipates the free cash next year to be smaller. Discussion followed. Selectman Crowley emphasized that the Board will have to prepare a summary that explains the Board's position on the new Capital Improvements Stabilization Fund. He reminded the committee that it will take a two-thirds majority vote at Annual Town Meeting to create the fund, and later, the same majority vote in order to spend or transfer any funds.

At this time everyone turned their attention to the FY13 Budget Book. The following areas were discussed: Planning and Economic Development; Building Inspector, Fire Department, Police Department, Board of Health, Veterans Services, Library and Department of Public Services.

Planning and Economic Development – This department would like to add an economic development specialist per request from the Board of Selectmen. This full-time staff member would focus on economic development of the community, with the salary of approximately \$60,000 being funded from two sources. Selectman Foresto suggested that improvements to the infrastructure should be made with anticipation of increased business growth. This growth needs a qualified person to spearhead efforts on a full-time basis. Responding to a question from the committee, Selectman Crowley stated companies such as a pharmaceutical company or a mixed-use office park would fit the Board's vision for development. Discussion followed.

Building Inspector – Funds were put into the budget to cover the cost of demolishing a building on West Street.

Fire Department – Ms. Kennedy noted that the Fire Department's budget was increased to cover the salary of the new fire chief, who will likely come in at a higher salary level due to increased qualifications. It was noted there are presently 47 applicants for this position. Ms. Kennedy stated most salary increases are a function of contracts that were approved at Town Meeting on a retroactive basis. Chairman Dietrich stated it would be handy to have a comparison of expenditures, both in dollar and percent.

Police Department -- The Police Chief has asked for two vehicles this year so there would be one rotating out every year.

Board of Health – The current Health Agent will be retiring; there are six applicants for the position. A new budget item is for a program called Sharps, a joint program with other communities to dispose of used hypodermic needles.

Veterans Services – Ms. Kennedy stated the new Veterans District has been formed. Because it will be paid jointly with other communities, the Veterans' Agent salary will be considered an expense, and Medway will be getting an invoice. Medway will hire the part-time Veterans' Agent. Brief discussion followed.

Medway Public Library – The Selectmen added \$20,000 so the library could stop using its reserve funds to buy books. The Library hopes to become more of a media center, adding more computers and other technology. A small audio visual center is being developed, funded by the Cable Access Committee, which will create workstations for people to work on computers.

Selectman Crowley reported the Trustees still want a full-time director, and Board of Selectmen emphasized that it does not want to add recurring expenses. They mentioned filming some programs for local cable access, like a children's story hour, which would be funded differently. Mr. Chris Lagan, liaison to the Library, stated Ms. Rowe was very pleased at the progress that had been made during the last meeting with the Board of Selectmen and Finance Committee. Selectman Foresto pointed out that assistance will be provided to help them locate other sources of funding besides the Town.

Directing the committee's attention to the budget books, Ms. Kennedy pointed out the updates spreadsheets and budget policy figures, noting there was a decrease in state aid. It was also noted that the Level 3 budget was the budget finalized by the Board of Selectmen. Ms. Kennedy added that she set up the budget in alphabetical order so that it is easier to read and people could locate specific departmental budgets.

Brief discussion followed on increased health insurance premiums. This year the rates were lowered because the deductibles were expanded. Because the Town had changed carriers recently, carriers have little history to work with and have to be convinced to work with Medway. Ms. Kennedy noted that including three people with brain cancer has a huge impact on our rates.

Ms. Melanie Phillips, Finance Director, stated GIC (Group Insurance Commission) is a six-year commitment, and people are held to any changes that are made during that time. It is not necessarily the best option. Selectman Crowley commented that having a full time Human Resources Director helps navigate through these things.

Brief discussion followed on debt service this year, a figure of \$3.16 million. Ms. Kennedy stated this information typically is not included in the budget for Annual Town Meeting. Chairman Dietrich suggested this is interesting detail and that taxpayers might be interested. He asked for a printout showing principal and interest amounts to see how those change over time.

At this time Chairman Dietrich reviewed the book setup, noting the departmental descriptions and summaries. He asked members to look over the budget and send him any questions by Sunday. He will forward all the questions to the Town Administrator in one group. Additionally, he reviewed the liaison assignment reports, asking each member to connect with their respective groups on the text of their reports.

**Bridge:**

It was reported there is a structural problem with the Sanford Street/Lincoln Street Bridge, and the Town of Franklin will share repair costs. \$75,000 may not be sufficient for each Town's contribution. Ms. Kennedy will get more information; more funds may need to come from free cash.

**Property purchase – Briggs:**

Ms. Kennedy stated the Town is in negotiation with Mr. Briggs regarding the purchase of property. The negotiating team will be working hard to get it all finalized in time for Annual Town Meeting.

**School:**

Ms. Christine Devine stated the School Budget Advisory Committee met last evening. She reminded the committee that the joint meeting of the Board of Selectmen, Finance Committee and School Committee is March 29. Members should funnel their questions to her, and she will compile a list to forward to the School Committee.

Ms. Devine reported that, at the meeting, they discussed circuit breaker funds, used only for special education programs. They want to have a backup fund for those monies instead of utilizing them each year. This will help offset students coming into the school mid-year whose services are not presently in the school budget. Ideally the fund should grow to a definite point, and then cap it off, possibly by 2015. Brief discussion followed on dealing with funding with respect to contract negotiations, school choice funds, FTE analysis, etc. Superintendent Evans would like to create a Special Education Center that would accept eligible students from area communities, and reimbursement to Medway would come in at the special education rate as opposed to school choice rate. This would serve as a justification for the hiring of a curriculum director and enrollment changes.

Regarding a shared maintenance program with the Town, it was reported that the schools put out an RFP (Request for Proposal) for a consultant to assess their buildings.

**Budget Calendar/FinCom Meeting Schedule:**

Now that the budget has been delivered, the committee will be meeting on March 21, March 28, and April 4. The public hearing will be scheduled for April 11, and the committee's regular monthly meeting will be on the same night.

Chairman Dietrich asked committee members to take a look at the budget and send him their questions by Sunday. He will compile a list to send to the Town Administrator, with answers to come back by the meeting on March 21. It is anticipated that the Warrants for both the Special Town Meeting and Annual Town Meeting may be available next week.

**Financial Reports:**

No change from the previous report.

**Liaison Reports:**

Liaison reports were presented relative to the following groups: Community Preservation Committee, Board of Selectmen, Medway Public Library, and Council on Aging.

**Approval of Meeting Minutes:**

*The committee reviewed draft minutes of meetings held on February 8, 2012.*



The Committee asked Ms. Galliardt to get clarification of one section. The minutes will be reviewed at another meeting.

**Next meeting:**

The next regular meeting will be Wednesday, March 21, 2012 at 7:00 PM, in the library at Medway High School.

**At 8:47 PM Mr. Tony Pacholec moved to adjourn; Mr. Neil Kennedy seconded. No discussion.**

**VOTE: 8-0-0.**

Respectfully submitted,

Jeanette Galliardt  
Night Board Secretary



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**Meeting Minutes: March 21, 2012**  
**Medway High School Library**  
**88 Summer Street**

**Present:** Chairman Martin Dietrich; Vice Chairman Jeff O'Neill; Clerk Chris Lagan; Members: Christine Devine, Kevin Dickie, Neil Kennedy, Tony Pacholec, Jim Sheehan and Frank Rossi.

Also Present: Suzanne Kennedy, Town Administrator.

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There being a quorum present, Chairman Martin Dietrich called the meeting to order at 7:05 PM.

**Budget Review:**

*The Committee had been given the task of reviewing the budget as prepared by the Board of Selectmen, and their questions (with relevant discussion) follow.*

Mr. Frank Rossi submitted written questions in advance, asking for clarification on the following pages of the budget: Assessors (nothing new or different from last year); Enterprise Funds from Water Department (noticed significant increases in principal and interest on long-term debt); Enterprise Funds for Sewer Department (Other Funding Uses and transfer to general fund); and Cherry Sheet Offsets, Cherry Sheet Charges, Overlay and Enterprise IDC Offset.

Discussion followed on cherry sheet offsets and changes, and overlay (from the Assessor's Office) which involved 125 appeals of tax valuation. Ms. Kennedy suggested appeals could be data entry errors, but residents were also concerned that the taxes went up a fair amount. Data entry errors may have been carried forward for a few years, and the revaluation brought them to light. Mr. Jeff O'Neill asked if the committee could get a list of abatement amounts from last year.

Regarding utilities, Mr. O'Neill wondered why the Town is not collecting more from utilities. Ms. Kennedy clarified that the collection begins in 2012, so annual figures won't be available until 2014.

Mr. Chris Lagan asked about the Parks Department relative to Parks Reserve. Ms. Kennedy responded it an allocation for Parks, Highway, and Enterprise Accounts. The allocation for Parks was shifted from Administration to the Parks Department. In anticipation of union contracts being settled, this amount was increased to allow for potential increases.

Responding to Mr. Tony Pacholec's question about casualty insurance, Ms. Kennedy stated that MIIA offers a wide variety of training programs which we try to use, and after a certain level of participation, it decreases our insurance premiums, as well as generate dividends and rewards (reductions in payment amounts). The Town receives a check in the mail or a credit toward the next year's premiums.

Referring to a budget amount for legal expenses, Mr. Jeff O'Neill wondered why the Oak Grove title work is not included in that amount. Ms. Kennedy responded that it is included in the Economic Development and Planning Budget.

It was noted that, in the 495 Corridor Development Report, the Town of Medway was not mentioned. Ms. Kennedy stated she did not know why, but suggested that Selectman Glenn Trindade may know more about the report and its focus. Naturally the Town wants to promote the industrial park, and there should be a business retention effort. She stated it is important to know that, before any money is spent, the Economic Development Board has to design a plan that the Board of Selectmen will approve. Brief discussion on general development followed.

**Warrant for Special Town Meeting:**

*The Committee reviewed the Draft Warrant for Special Town Meeting, May 14, 2012.*

Chairman Dietrich reminded the committee this was a draft warrant, and changes could still be made. Special Town Meeting is scheduled for May 14, 2012. Warrant articles were reviewed, with the following comments or discussion:

Article 1 – (New Article) Utility Revaluation: Half of the project will be completed by June 30, and the other half by September 30. \$50,000 has been budgeted, and the actual invoice came in at \$48,000, with \$24,000 attributed to fiscal years FY12 and FY13.

Article 2 – Budget Transfer to Assessor Revaluation Article: Ms. Kennedy reported that Mr. Will Naser, Principal Assessor, received permission from the Department of Revenue to transfer this money every year in order to prepare for an eventual revaluation project. The work is done in-house with the Deputy Assessor, but sometimes an outside consultant will help out. Mr. Kevin Dickie stated the article seems unclear, and suggested residents will need some clarification. Ms. Kennedy responded the Town Meeting motion will likely clear up any confusion. She also clarified that the revaluation will be done on a 9-year cycle, doing a section each year.

Article 3 – Appropriation: OPEB Trust Account: Ms. Kennedy clarified that the trust was established last year, and the intent is to put a small amount into it each year toward any unfunded liability in health insurance expenses for retirees in the future. This action fulfills a federally-mandated requirement. Discussion followed.

Article 4 – Free Cash Appropriation: This article is for the Town Clerk's salary. Ms. Kennedy explained that the Town Clerk's agreement with the Board of Selectmen stipulated that she was to receive the same COLA increases that are awarded through union contracts.

Article 5 – Appropriation: Repair Storm Related Damage to Town Property: This article represents reimbursement for damaged fire panels at the police station and middle school during Storm Irene.

Due to Department of Revenue regulations, if the amount is higher than \$20,000, Town Meeting approval is required. The funds are presently in insurance escrow account, and if not passed, the money will be held in limbo or disappear.

Article 6 – Prior Year Bills: Just what it says.

**Warrant for Annual Town Meeting:**

The Committee turned its attention to the Annual Town Meeting Warrant. The article summaries do not match the article numbers because the documents were done at different times.

Chairman Dietrich suggested Ms. Susy Affleck-Childs, Planning and Economic Development Coordinator, be invited to the Finance Committee's public hearing on April 11. There are twenty-two zoning articles, and she would be available to answer any questions.

Ms. Kennedy reported that a waste container business recently purchased one of the parcels in the industrial park, and that the Board of Selectmen was concerned as it is not the type of business it had envisioned as appropriate for the park. Brief discussion followed.

Regarding the Warrant, Chairman Dietrich asked committee members to read the articles and prepare any questions. Ms. Kennedy cautioned that the final warrant would not be ready for a while yet, as the Board of Selectmen has to approve the final draft. Mr. Chris Lagan asked if the articles involving land acquisitions were included. Ms. Kennedy stated those articles would be updated as real estate transactions involving the Town progress. Chairman Dietrich encouraged everyone to familiarize themselves with the summaries and match them to the appropriate articles.

Responding to Mr. O'Neill's question about the low balance in the Capital Improvement Stabilization Account, Ms. Kennedy stated the Board of Selectmen did not want to deplete operational reserves, and the intent is to add to this account little by little every year. She clarified that this account will allow quick purchases in emergency situations.

Ms. Kennedy stated the estimated dollar amounts in articles should be finalized by Friday.

**School Building Committee Meeting Update:**

Chairman Dietrich reported on the School Building Committee Meeting. He noted that there is a new chairman whose leadership is strong. Phase 1 construction schedule is slipping a little each week. If the construction company does not get it done on schedule, it will not get the bonus. Discussion followed on construction timelines, wish list, reimbursement criteria, funding formulas and sources.

Committee members received copies of the school budget for their preliminary review.

**At 8:25 PM Mr. Kevin Dickie moved to adjourn; Mr. Neil Kennedy seconded. No discussion.  
VOTE: 8-0-0.**

Respectfully submitted,

Jeanette Galliardt  
Night Board Secretary



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**FINANCE COMMITTEE**

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**Meeting Minutes: March 28, 2012**  
**Medway High School Library**  
**88 Summer Street**

**Present:** Chairman Martin Dietrich; Vice Chairman Jeff O'Neill; Members: Kevin Dickie, Neil Kennedy, and Frank Rossi.

**Absent:** Clerk Chris Lagan; Christine Devine, Tony Pacholec, and Jim Sheehan.

**Also Present:** Melanie Phillips, Finance Director; John Foresto, Chairman, Board of Selectmen; Tom Holder, Director, Department of Public Services; David D'Amico, Deputy Director, Department of Public Services.

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There being a quorum present, Chairman Dietrich called the meeting to order at 7:04 PM.

**Public Comment:** None.

**Annual Town Meeting Warrant Review**

*The Committee was in receipt of the following information: (1) Draft Warrant, dated March 26, 2012; (2) List of Budget Questions from committee members; (3) 2012/2013 Pavement Season Priority List prepared by Tom Holder, received at meeting.*

At this time Chairman Dietrich began discussion of the articles involving the **Department of Public Services**, using the list of budget questions compiled from committee members. Mr. Tom Holder, Director, Department of Public Services, was present to answer questions.

**Article 7 – FY13 Capital Budget: Water Enterprise:** This is for the Water Superintendent's truck. Mr. Holder stated the department is trying to purchase a new one as well as retrofit an existing truck. The superintendent now drives a former police cruiser (Crown Victoria) which is not set up with the necessary equipment and is nearing the end of its useful life. He is one of six employees, and often transports equipment and parts. Mr. Holder states the recommendation is for a utility body vehicle with compartments on the side similar to a Ford F-250 which would be more useful for the type of work

they do. He added that there is a pool of vehicles used by various departments, and when they are “retired”, they are sometimes auctioned.

Responding to a question from Mr. Jeff O’Neill, Mr. Holder stated the proposed vehicle would be dual purpose and would be outfitted with plowing equipment during the winter. The person using this vehicle would plow the well sites, tanks, and pumping stations.

Article 8 – Sewer Enterprise: Mr. Holder stated \$51,000 was spent on the investigation of the Chicken Brook interceptor. The Sewer Master Plan was done a few years ago, and failures were identified at the time. Robotic equipment inspected 8,000 linear feet of pipe in the wetlands as well as manholes. The pipe is structurally sound, but the joints are failing, ground water is pouring in and we’re being charged to pump it out. The \$200,000 will pay to have the seals rehabbed robotically sometime in the next fiscal year. Discussion followed.

Article 14 – Lease: Roadway Operation and Maintenance Equipment: This article refers to a lease-to- own situation for a multi-use piece of equipment, and simply allows the Town to enter into a lease agreement.

Article 15 – Revolving Accounts: Annual Authorization: Mr. Holder stated the DPS is in the field seeding, fertilizing vegetation control, etc. for Parks and Recreation. The permit fees go into this fund. This article re-establishes the revolving accounts and the authority to spend it on specified uses. Mr. David D’Amico clarified that the DPS also does the school fields. He noted that Hanlon field is not included.

Article 2 – Free Cash Appropriation: Capital Items: Mr. Holder distributed a handout delineating the priority list for the 2012/2013 pavement season priority list. Responding to a question about reclaiming, he stated that “reclaim” means the entire surface of the road is removed, down to the dirt level, and a completely new road is constructed. “Mill” means that only a couple of inches are removed. “Overlay” is a new layer over the top of the existing road. Discussion followed on road assessment. Mr. Holder stated the department has \$520,000 available for this now, and this \$600,000 will allow DPS to finish all of them.

Regarding the backhoe replacement, it has already been obtained and the department is using it. It is presently on a lease-to-own arrangement pending approval of the appropriation.

It was noted that the listing for Sanford Street Bridge involved engineering services only. Each community will contribute funds toward this project. TetraTech will do the design work.

Mr. Holder stated the four-post lift the department presently has is beyond repair, and employees are at moderate risk using it.

Referring to his departmental budget and a line item for Storage, Mr. Holder explained an existing arrangement will be extended at 42B Broad Street to rent two additional bays. Otherwise the department does not have adequate storage for equipment to keep them indoors and prevent deterioration from elements. The garage doors are not big enough to get some pieces of equipment inside, and the additional bays will provide space for those.

Article 22 – Land Transfer: Lovering Street: Mr. Holder explained that a small piece of Town land will be conveyed, or sold, in order to create a developable lot adjacently. A water easement will be included in the conveyance. The committee could check with Ms. Affleck-Childs for particulars.

Article 21 – Eminent Domain: Brentwood Drainage Project: DPS hopes to connect an existing undersize pipe out to a larger one in the street, but cannot do so at this time. Mr. D’Amico believes that the residential perimeter drains all drain into the same pipe. Discussion followed. During large storms there are flooding problems as the pipes cannot handle the increased volume of water.

At this time, the committee began review of the remaining articles. Ms. Melanie Phillips, Finance Director, was available to answer questions.

Referring to Article 1 on the FY13 Operating Budget, Ms. Phillips explained that the bond for the Middle School Repair Project is driving the increase.

The committee asked for Exelon impact information. Ms. Phillips noted that part of it was due to new growth, otherwise, from adjustments in value.

Ms. Phillips stated she had updated balance information for the stabilization and enterprise accounts as well as retained earnings, and distributed related documents. Chairman Dietrich asked why the enterprise accounts have so much money. She responded that the funds are usually used for capital projects, to reduce the costs of a capital project, or subsidize rates. Recently it has been used for the purchase of items such as trucks, such as the superintendent’s truck. She clarified that the Sewer fund has been an enterprise fund for only a couple of years, so the balance is much lower. Chairman Dietrich asked if money can be moved from one to the other. Ms. Phillips explained that the Water and Sewer Commissioners are the ones to ask about long term plans for these funds.

Responding to a variety of questions on funds, Ms. Phillips stated the enterprise funds are fairly steady most of the time. Their retained earnings can be used for any purpose as long as the expenditure is approved at Town Meeting. Retained earnings for water and sewer enterprise funds are calculated by the State Department of Revenue. She noted that part of what is going into the fund is a Capital Improvement Fee implemented by the Water and Sewer Commissioners three years ago. Capital Improvement Stabilization Account could be used for a new DPS facility, planning design services for projects, etc., and could have used this type of account for planning services for Middle School Repair Project, had it existed at the time. Operational stabilization is to keep the town whole, to cover gaps in financing in the lean years. Discussion followed. The committee asked for more specific information on what each of these funds can be used for. Additionally, Mr. Neil Kennedy suggested preparing a definition for residents to explain why the Capital Improvements Stabilization Account is necessary.

Overlay expenditure for this year is \$167,200, covering abatements and exemptions. Last year \$300,000 was spent on this. The overlay also includes delinquent accounts. The Assessor’s Office is required to keep overlay for unpaid taxes. Every fiscal year is separate, and it is not a running total.

GIC (Group Insurance Commission) will feature an increase of 4.25% going forward and can be as high as 10%. Ms. Phillips stated the Town always shops the health insurance premium each year. If we don’t get a good rate from current provider, we shop it. She noted that sometimes they get a lot more bang for the buck doing it themselves. She added that enrollment with GIC is a six-year commitment, and recently the anticipated savings have not been there. If a community enrolls in GIC, then leaves it at a

later date, there is no guarantee that another provider will rank the community differently or keep it in a group similar to GIC. The committee asked for comparison figures.

Regarding signage, this is for "gateway signs" at the town line, Medway 300 celebration, some Town building identify signs, message boards, and installation. The gateway signs will be aluminum with granite posts.

Ms. Phillips explained that quotes relative to DPS projects are coming in now, and the final numbers are changing based on those quotes. She stated department heads are required to get quotes in order to better refine their numbers prior to Town Meeting.

Referring to Article 3 and Non-Capital Items, Ms. Phillips directed the committee to Article 2 of the original warrant for a list of the library initiatives.

The ladder truck (Fire Department) mentioned in Article 6 would be purchased according to the state bid list, which serves as a starting point. A vehicle is then customized for the community purchasing it.

Ms. Phillips stated indirect costs on enterprise funds covers a lot of things, varying from department to department, per endeavor. There is logic behind it, depending on how much time is spent on each endeavor, and prorated from there.

Mr. Jeff O'Neill asked why benefits for school employees are included under the Town expense budget, instead of their own budget. Ms. Phillips stated that is customary for most communities as the benefits are administered through the Town. She added that schools also share in debt service expenses and other things.

It was noted that the money for the historical markers is coming from the Community Preservation Committee. These are markers for historical homes, and are separate from the other sign money. These signs would carry a story of the house, larger than the one that hangs on the house. The cost could be \$2,000 a sign.

Regarding the Medway 300 Celebration, the balance in the account is \$85,000. It is estimated that \$225,000 is necessary to pull of the program for the whole year.

It was noted that any funds remaining in the Sewer Extension Project account will go back to the Town or it will be repurposed via Town Meeting article.

Differentiating between a capital item and non-capital, Ms. Phillips stated an item has to be at least \$5,000 to be considered capital. Articles 2 and 3 are separate because of their cost and nature (capital vs. non-capital).

Selectman Foresto stated that the Board of Selectmen is looking at the Town as a whole, listening to what the groups need and want, and then assessing what is possible and what can wait. A consultancy group will be engaged to interview groups, and put together a package. How the Town acquires the land will open up other avenues. CPA funds can be used to develop a field IF the land is purchased with CPA funds.



The committee wondered if economic development consulting was worth the expense. Selectman Foresto responded that is as there is currently no process in Town that tells people what we are trying to build here. Is vacant space what new companies want or do they want to build their own? If the funds are approved at Town Meeting, the Economic Development Board has to come back to the Board of Selectmen and identify how it wants to spend the money.

At this time Chairman Dietrich asked the committee if there was anything else they wished to discuss at this time. Brief discussion followed. It was agreed to post a meeting for Wednesday, April 4, as it could always be cancelled if it is deemed unnecessary. Selectman Foresto stated the Board of Selectmen will likely reopen the Warrant at their meeting on April 2, and things could change. Updated warrants will be sent out if that happens.

The committee asked Selectman Foresto for input regarding the proposed Capital Improvement Stabilization Fund. He briefly explained its intent is to begin gathering funds in order to have money available before approaching Town Meeting in 2014 for a project such as a DPS Barn.

Chairman Dietrich reminded committee members to submit their reports for the Annual Town Report as follows:

- Report of the Finance Committee – Chairman Dietrich
- Education – Christine Devine and Jeff O’Neill
- General Government – Frank Rossi
- Public Works – Jim Sheehan
- Public Safety – Kevin Dickie
- Health and Human Services – Neil Kennedy
- Cultural and Recreation Subcommittee – Tony Pacholec
- Report of CIPC – Kevin Dickie (follow up with Tom Anderson)

Committee members are to send their reports to Chairman Dietrich by Saturday, April 7. He reminded them to get their department/group to review their report before sending to him.

**At 9:47 PM Mr. Jeff O’Neill moved to adjourn; Mr. Kevin Dickie seconded. No discussion.**  
**VOTE: 5-0-0.**

Respectfully submitted,

Jeanette Galliardt  
Night Board Secretary



Town of Medway  
**FINANCE COMMITTEE**

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**Tel: (508) 533-3200**

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**Meeting Minutes: April 11, 2012**  
**Medway High School Library**  
**88 Summer Street**  
**7:00 PM**

**Present:** Chairman Martin Dietrich; Vice Chairman Jeff O'Neill; Clerk Chris Lagan; Members: Christine Devine, Kevin Dickie, Neil Kennedy, and Frank Rossi.

**Absent:** Tony Pacholec and Jim Sheehan.

**Also Present:** Suzanne Kennedy, Town Administrator; John Foresto, Chairman, Board of Selectmen; Melanie Phillips, Finance Director; Rich Boucher, Director, Information Technology; Susy Affleck-Childs, Planning and Economic Development Coordinator.

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At 7:00 PM, with a quorum present, Chairman Dietrich convened a Public Hearing for the purpose of receiving public comment on the 2012 Special Town Meeting Warrant and the 2012 Annual Town Meeting Warrant.

Reading aloud, the committee members read through each article on the Special Town Meeting Warrant. There was no public attendance or comment.

At this time, committee members began reviewing the Annual Town Meeting Warrant. It was noted that the Community Preservation Committee article will actually be the final article considered on Town Meeting night, ensuring a quorum of the public at the meeting. After reading three articles, it was determined that there was no public attendance at the hearing. Therefore, Chairman Dietrich closed the hearing at 7:11 PM.

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At 7:12 PM, with a quorum present, Chairman Dietrich called the regular monthly meeting of the Finance Committee to order.

**Emergency Funds Transfer:**

*The Committee reviewed an Emergency Funds Transfer, dated 4/8/12, in the amount of \$10,927.56.*

Ms. Suzanne Kennedy, Town Administration, briefly explained the need to pay the retiring Health Agent the salary (and associated benefits) due him. It was noted that his final salary payment includes over 200 hours of vacation pay plus the union contract perk. Because his retirement was not anticipated, this was not budgeted. A transfer of \$10,297.56 is necessary in order to pay him in a timely manner.

**Mr. Kevin Dickie moved to approve the Emergency Funds Transfer, dated 4/9/12, in the amount of \$10,927.56; Mr. Neil Kennedy seconded. No discussion. VOTE: 7-0-0.**

**Continued Review – Annual Town Meeting Warrant:**

It was noted that the Board of Selectmen voted to add funds to the capital budget for the dump truck, technology improvements and GIS.

Selectman Foresto briefly explained that GIS program came from general fund appropriations. Ms. Susy Affleck-Childs bought software, and staff did training in the mapping program. The additional funding would allow integration with data from other departments, i.e., sewer routes and other utility connections. Information from the Town Clerk's office, senior center, DPS, highway, and Health department has been added. This program can show every location where a licensed dog resides, or detention ponds, or underground tanks. Each layer can reveal different things. Some info is available to general public, some is not. DPS has mapped where all hydrants are. Conservation would be able to map vernal pools and wetlands.

Ms. Affleck-Childs confirmed that the program's initial layers would now be complete. The third phase is a fly-over kind of maneuver over the community, at which time the community is photographed in great detail. The downside to not adding the additional software is that the information is not readily available to staff and the general public. If public can access it themselves online, it frees up staff time to devote to other tasks. It represents a better use of time, not necessarily a dollar savings, and it presents a consumer-friendly attitude to the public.

Ms. Suzanne Kennedy, Town Administrator, stated the Town is getting good comments from the real estate community about our mapping, and comments to the Assessor's Office. People like having that information at their fingertips. Neighboring communities have more advanced systems while Medway is in the infancy stage. Mr. Rich Boucher, Director, Information Technology, added that his department plans to use People GIS for a lot of things as well. He confirmed it will not require additional service space as it is web-hosted. Requesting to a question about data recovery, Mr. Boucher stated he has been assured that the program is fully redundant and data should not be lost. He believed \$7,500 is a very reasonable cost to be able to do this.

Ms. Affleck-Childs stated there are presently no regulations on which layers have to be public. Each department can decide for themselves. It was suggested that residents might be able to opt-out of some screens, i.e., Chairman Dietrich was not sure he wanted everything to know he had a dog.

At this time, committee directed its technology questions to Mr. Boucher. He distributed a handout listing current technology purchases and those anticipated over the next five years and briefly reviewed it. This information was bundled and sent to parents electronically. He outlined specific items such as

printer ink cartridge expenses for this year: \$35,000 for the schools, less than \$500 for the Town. He noted that some departments pay for this type of supply out of their own supply budgets. There was brief discussion on laptop usage, laptop carts, funds for software, online testing and student ability to bring in personal devices. Regarding virtualization, Mr. Boucher noted there is \$100,000 proposed in Article 2 as a capital item.

Mr. Chris Lagan asked why some of these things are not reflected in the school budget. Mr. Boucher responded that his position is dual, supporting both the Town and the schools. Ms. Kennedy pointed out that these things do not represent an operating expense, and that computers are considered capital items. The definition of a capital item is that it must last 5 years, and its must cost be \$5,000 or greater, so it is separate and distinct from the operating budget. If the equipment were leased, however, that cost could be put into an operating account as it would meet operational definition of capital expenditure per Department of Revenue. Mr. Lagan theorized that this money could perhaps be spent elsewhere, expressing concern that getting more equipment will lead to additional staff members in order to train people to learn how to run the software.

Selectman Dennis Crowley pointed out that these four items were actually recommended by the departments, not chosen by Town Administrator or Board of Selectmen. Ms. Kennedy added that this money is coming from the 8% that was budgeted for health insurance premiums which is now unnecessary due to the zero increase premiums. This decision was just made last week.

Selectman Foresto added that, when given the choice, DPS asked for the GIS flyover instead of the dump truck.

Regarding Article 27 on fingerprinting, Ms. Kennedy stated the Board of Selectman opened and closed the Warrant at its meeting on Monday in order to remove this article.

Ms. Susy Affleck-Childs was available to answer questions on the Planning and Zoning Articles. She noted that some close loopholes that were discovered when working with contractors. She feels confident that there are no contentious issues in these articles. Ms. Affleck-Childs noted that some articles contained vague or inaccurate definitions which have now been clarified and updated to current usage. She used "contractor's yard" as an example; now there is a definition of where this kind of yard can legally exist. Brief discussion followed.

Regarding the acquisition of the Briggs property, Ms. Kennedy stated she was approached by the Community Preservation Committee to bond for this purchase instead of buying it outright. After she and the Finance Director looked into it, the Board of Selectmen agreed to buy it with the CPA funds. Ms. Phillips did not want to jeopardize the Town's bond rating by bonding the purchase, while the CPC did not want to reduce their fund balance. Selectman Crowley stated funds may also be needed for the Thayer property.

Ms. Phillips explained that, under IRS codes, there are two qualifications for bonds: bank-qualified and non-bank-qualified. To be bank-qualified one has to be a small issuer, not more than \$10 million in a calendar year; Medway already has over \$8 million out. The additional amount would put us over the top, driving up the rates and decreasing any premium that could be coming our way. It would simply be more costly to borrow. Medway is a small enough community that it can usually stay under the \$10 million mark. Selectman Crowley added that the CPC agreed that additional cost to the Town was not worth the expense of bonding.

Mr. Chris Lagan stated he did not think the Town should buy this property, noting that there is property at Choate Park that will need some money. He is not wild about the Winthrop Street property either, and just does not believe the Town needs another property to take care of.

Selectman Foresto pointed out the limitations on using the funds collected through the Community Preservation Act. Mr. Lagan suggested spending it on Choate Park at the Thayer house. Mr. O'Neill pointed out that these properties are all connected toward a long range vision. Selectman Crowley reported that, at a recent CPC meeting, there were approximately 20 people from local sports groups in favor of the purchase with the ultimate hope there could be room for a couple of fields there. He also reminded the committee that purchasing property saves pristine land from being developed. The purchase also gives the Town the right of first refusal on adjoining parcels, while Mr. Briggs retains the right to hay and cut wood. Discussion followed.

Chairman Dietrich asked if there were any other questions on any part of the Warrant. Mr. O'Neill asked for a definition of what the Capital Improvement Stabilization Account is (Article 6). Selectman Foresto stated the intent is to establish the account and get \$200,000 into it, as it is believed that those funds will be used to help cover costs of repair on the bridge between Medway and Franklin. It is basically putting money aside for anticipated costs. While the Department of Public Services is not ready to do the work, the Town wants to be financially ready when it is.

**Special Town Meeting Warrant – Recommendation:**

**Mr. Chris Lagan moved that the Finance Committee approve the Warrant for Special Town Meeting; Mr. Kevin Dickie seconded. VOTE: 7-0-0.**

**Annual Town Meeting Warrant – Recommendation:**

At this time the Committee considered each Warrant Article separately, as follows:

**Article 1 -- Appropriation: FY13 Operating Budget: Mr. Kevin Dickie moved that the Committee recommend Article 1; Ms. Christine Devine seconded. No discussion. VOTE: 7-0-0.**

**Article 2 -- Appropriation: Town Clerk Salary: Mr. Kevin Dickie moved that the Committee recommend Article 2; Ms. Christine Devine seconded. No discussion. VOTE: 7-0-0.**

**Article 3 -- Free Cash Appropriation: Capital Items: Mr. O'Neill suggested getting periodic reports from the CIPC throughout the year so that the Committee can understand its thought process. Mr. Kevin Dickie moved that the Committee recommend Article 3; Ms. Christine Devine seconded. No discussion. VOTE: 7-0-0.**

**Article 4 -- Free Cash Appropriation: FY13 Non Capital Item: Mr. Kevin Dickie moved that the Committee recommend Article 4; Ms. Christine Devine seconded. No discussion. VOTE: 7-0-0.**

**Article 5 -- Free Cash Appropriation: Non Capital Item: Mr. Kevin Dickie moved that the Committee recommend Article 5; Ms. Christine Devine seconded. No discussion. VOTE: 7-0-0.**

**Article 6 -- Free Cash Appropriation: Capital Improvement Stabilization Account: Mr. Kevin Dickie moved that the Committee recommend Article 6; Ms. Christine Devine seconded. No discussion. VOTE: 7-0-0.**

Article 7 –Operational Reserve Transfer: Capital Improvement Stabilization Account: **Mr. Kevin Dickie moved that the Committee recommend Article 7; Ms. Christine Devine seconded. No discussion. VOTE: 7-0-0.**

Article 8 -- FY13 Capital Budget: Bonding Expenditure: **Mr. Kevin Dickie moved that the Committee recommend Article 8; Ms. Christine Devine seconded. No discussion. VOTE: 7-0-0.**

Article 9 -- FY13 Capital Budget: Water Enterprise: **Mr. Kevin Dickie moved that the Committee recommend Article 9; Ms. Christine Devine seconded. No discussion. VOTE: 7-0-0.**

Article 10—FY13 Capital Budget: Sewer Enterprise: **Mr. Kevin Dickie moved that the Committee recommend Article 10; Ms. Christine Devine seconded. No discussion. VOTE: 7-0-0.**

Article 11 -- Appropriation: FY13 Water Enterprise Fund: **Mr. Jeff O'Neill moved that the Committee recommend Article 11; Ms. Christine Devine seconded. No discussion. VOTE: 7-0-0.**

Article 12 – Appropriation: FY13 Sewer Enterprise Fund: **Mr. Jeff O'Neill moved that the Committee recommend Article 12; Mr. Chris Lagan seconded. No discussion. VOTE: 7-0-0.**

Article 13 – Appropriation: FY13 Solid Waste Enterprise Fund: **Mr. Jeff O'Neill moved that the Committee recommend Article 13; Mr. Chris Lagan seconded. No discussion. VOTE: 7-0-0.**

Article 14 -- Appropriation: FY13 Ambulance Enterprise Fund: **Mr. Jeff O'Neill moved that the Committee recommend Article 14; Mr. Chris Lagan seconded. No discussion. VOTE: 7-0-0.**

Article 15—Appropriation: Community Preservation Committee: It was noted that the Moderator does not want amounts in the article, but in the motion itself. Ms. Kennedy clarified that the Warrant article is merely to give people an idea of what can be voted, but is not cast in stone. The amounts will be updated just before Town Meeting. **Mr. Jeff O'Neill moved that the Committee's recommendation for Article 15 as TO BE DETERMINED; Mr. Kevin Dickie seconded. VOTE: 7-0-0.**

Article 16 – Appropriation: Thayer Project Funds: **Mr. Jeff O'Neill moved that the Committee recommend Article 16; Mr. Chris Lagan seconded. No discussion. VOTE: 7-0-0.**

Article 17 – Lease: Roadway Operation and Maintenance Equipment: **Mr. Neil Kennedy moved that the Committee recommend Article 17; Mr. Kevin Dickie seconded. No discussion. VOTE: 5-2-0: O'Neill and Rossi oppose.**

Article 18 – Revolving Accounts: Annual Authorization: **Mr. Jeff O'Neill moved that the Committee recommend Article 18; Ms. Christine Devine seconded. No discussion. VOTE: 7-0-0.**

Article 19 – Appropriation: Medway 300<sup>th</sup>: **Mr. Jeff O'Neill moved that the Committee recommend Article 19; Mr. Chris Lagan seconded. No discussion. VOTE: 7-0-0.**

Article 20 – Appropriation: Library – Books and Materials: **Mr. Neil Kennedy moved that the Committee recommend Article 20; Mr. Kevin Dickie seconded. No discussion. VOTE: 7-0-0.**

Article 21 – Approve Settlement: Sewer Ext. Project Claim: **Mr. Neil Kennedy moved that the Committee recommend Article 21; Ms. Christine Devine seconded. No discussion. VOTE: 7-0-0.**

Article 22 – Land Acquisition: Adams/Winthrop St Properties: Selectman Crowley offered a brief explanation of the 61A Tax Classification. Ms. Phillips stated all the back taxes will be taken out of the sale price. **Mr. Neil Kennedy moved that the Committee recommend Article 22; Ms. Christine Devine seconded. No discussion. VOTE: 7-0-0.**

Article 23 – Eminent Domain: Brentwood Drainage Project: **Mr. Neil Kennedy moved that the Committee recommend Article 23; Mr. Kevin Dickie seconded. No discussion. VOTE: 7-0-0.**

Article 24 -- Land Transfer: Lovering St: **Mr. Neil Kennedy moved that the Committee recommend Article 24; Mr. Kevin Dickie seconded. No discussion. VOTE: 6-1-0: O'Neill oppose.**

Article 25 -- Amend General By-laws: Community Preservation Committee: **Mr. Neil Kennedy moved that the Committee recommend Article 25; Ms. Christine Devine seconded. No discussion. VOTE: 7-0-0.**

Article 26 – Amend General By-Laws: Affordable Housing Trust Composition: **Mr. Neil Kennedy moved that the Committee recommend Article 26; Mr. Jeff O'Neill seconded. No discussion. VOTE: 7-0-0.**

Article 27—Amend General By-laws: New Article to Fingerprint Certain Prospective Licensees: It was noted that the Board of Selectmen removed this article from the Warrant at an earlier meeting.

Article 28 – Charter Amendment: Appointment of Water and Sewer Commission: **Mr. Neil Kennedy moved that the Committee recommend Article 28; Mr. Kevin Dickie seconded. No discussion. VOTE: 7-0-0.**

Article 29 – Charter Amendment: Appointment of Board of Health: **Mr. Neil Kennedy moved that the Committee recommend Article 29; Mr. Kevin Dickie seconded. No discussion. VOTE: 7-0-0.**

Article 30 – Petition General Court: Street Acceptance Process: **Mr. Neil Kennedy moved that the Committee recommend Article 30; Mr. Kevin Dickie seconded. No discussion. VOTE: 7-0-0.**

Zoning Articles 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, and 49: Brief discussion followed on the general aspects of these articles, i.e., tightening of language, definitions, other things, and it was noted that some changes are recommended by the Building Inspector. There are no financial implications to any of them. **Mr. Chris Lagan moved that the Committee recommend Articles 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, and 49; Mr. Kevin Dickie seconded. No discussion. VOTE: 7-0-0.**

Article 50-- Corporate Personhood Resolution: Selectman Crowley reported that the Selectmen wanted to dismiss this article but could not as it was not their article. The Board believed Town Meeting was not the right place to make a political statement. Discussion followed.

**Mr. Chris Lagan moved that the Committee NOT RECOMMEND Article 50; Mr. Frank Rossi seconded. No discussion. VOTE: 3-4-0 – Kennedy, O'Neill, Devine and Dickie oppose. Motion failed.**

**Ms. Christine Devine moved that the Committee TAKE NO POSITION on Article 50; Mr. Jeff O'Neill seconded. No discussion. VOTE: 4-3-0. Motion carried.**

**Discussion – Non-binding Ballot Questions:**

Ms. Kennedy suggested that one should pertain to the way the Town distributes the Warrant. Most of the Selectmen are in favor of sending it electronically, posting it on the Town website and placing hard copies in key locations.

Selectman Crowley opposes this option. Most Town Meeting attendees are older folks who may not be as computer-literate as others. Concern was expressed that this year 22 articles are zoning articles which may be done first in order to have quorum, while hoping to still have enough people to vote on the budget (last vote of the evening). Mr. O'Neill suggested that as there are no articles impacting schools and school-age children, parents may not be as engaged in Town Meeting as they have been in the past.

Ms. Kennedy noted that preparing a hard copy is a lot of work for the staff. Ideally she would like to notify residents by postcard that a hard copy is available and let them know how to obtain one. She is not sure there is enough time to do that for this year. She added that there will be a message via Constant Contact to reach a lot of people electronically. Brief discussion followed. Ms. Kennedy stated that her preference is to print the Warrant for this year, do the ballot question and make a plan for next year.

The other ballot question is whether the public is interested in a consolidated maintenance program for the Town and schools. The question would include a brief description on what the term "facilities management" means and what it would encompass.

**Next Meeting:**

The next meeting will be held on Wednesday, May 9, 2012, at 7:00 PM. This meeting will give the committee an opportunity to do any last minute preparations for Town Meeting.

**At 9:35 PM Mr. Kevin Dickie moved to adjourn; Ms. Christine Devine seconded. No discussion. VOTE: 7-0-0.**

Respectfully submitted,

Jeanette Galliardt  
Night Board Secretary





Town of Medway  
**FINANCE COMMITTEE**

155 Village Street  
Medway MA 02053

**Tel: (508) 533-3200**

**Fax: (508) 533-3201**

**Meeting Minutes: May 9, 2012**  
**Medway High School Library**  
**88 Summer Street**

**Present:** Chairman Martin Dietrich; Clerk Chris Lagan; Members: Christine Devine, Kevin Dickie, Tony Pacholec, and Frank Rossi.

**Absent:** Vice Chairman Jeff O'Neill, Neil Kennedy and Jim Sheehan.

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There being a quorum present, Chairman Dietrich called the meeting to order at 7:02 PM.

**Review of Emergency Funds Transfer – Annual Town Meeting Book:**

*The Board reviewed an Emergency Funds Transfer, dated May 3, 2012.*

Chairman Dietrich explained the deficit caused by the printing and mailing of the Warrant, mostly due to increased weight of 22 zoning articles. Brief discussion followed.

**Mr. Frank Rossi moved to approve the Emergency Transfer Request in the amount of \$536.95 to cover the cost of printing and mailing the Finance Committee Report to Town Meeting; Mr. Chris Lagan seconded. No discussion. VOTE: 6-0-0.**

**Discussion – Committee Member Appointments:**

Chairman Dietrich asked the committee about their plans for the coming fiscal year. He indicated he did not plan to seek reappointment. He asked members to think about it for Monday's meeting. He added that at the July meeting the committee typically elects a new chairperson. Brief discussion followed. Both Mr. Rossi and Mr. Pacholec indicated they were considering another term.

Ms. Galliardt will inquire about advertising once the vacancies are determined. It was noted that a notice should be publicized soon after Annual Town Meeting.

**Approval of Meeting Minutes:**

*The committee reviewed draft minutes of meetings held on February 8, 2012; March 14, 2012, and March 21, 2012.*

**Mr. Tony Pacholec moved to approve the meeting minutes of February 8, 2012, as drafted; Mr. Chris Lagan seconded. No discussion. VOTE: 6-0-0.**

**Mr. Chris Lagan moved to approve the meeting minutes of March 14, 2012, as amended; Mr. Kevin Dickie seconded. No discussion. VOTE: 6-0-0.**

**Mr. Kevin Dickie moved to approve the meeting minutes of March 21, 2012, as drafted; Mr. Frank Rossi seconded. No discussion. VOTE: 6-0-0.**

**Update on Town Meeting:**

Brief discussion followed on the proposed zoning articles. It was noted that Town Meeting Moderator Mr. Mark Cerel will find out if it is acceptable to approve the articles as a single unit (omnibus vote) in the same manner the budget is handled. It was reported that he intends to do individual article reviews, and ask if anyone has issues on any particular article. The ones without "holds" might be combined together in one vote. He would then return to the articles with issues, and consider those separately and individually.

Chairman Dietrich stated the committee will assign motions to members at Monday's meeting. It was agreed to meet at 6:30 PM.

At this time, Mr. Chris Lagan informed the committee he would not be at Monday night's meeting.

**At 7:20 PM, Mr. Kevin Dickie moved to adjourn; Mr. Tony Pacholec seconded. No discussion. VOTE: 6-0-0.**

Respectfully submitted,

Jeanette Galliardt  
Night Board Secretary



Town of Medway  
**FINANCE COMMITTEE**

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**Meeting Minutes – May 14, 2012**  
**Medway High School – Library**

**Present:** Vice Chairman Jeff O'Neill; Members: Christine Devine, Kevin Dickie, Neil Kennedy, Tony Pacholec (6:53), and Frank Rossi.

**Absent:** Chairman Martin Dietrich, Clerk Chris Lagan, and Jim Sheehan.

**Also Present:** Wendy Rose, Trustees of the Medway Public Library; Margaret Perkins, Acting Library Director; Mark Cerel, Town Meeting Moderator.

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There being a quorum present, Vice Chairman O'Neill called the meeting to order at 6:40 pm.

It was noted that Chairman Dietrich would be late to Town Meeting.

**Final Discussion – Special Town Meeting or Annual Town Meeting Warrant Articles:**

*The Committee reviewed the Warrants for both Special Town Meeting and Annual Town Meeting.*

Ms. Rowe and Ms. Perkins, representatives from the Medway Public Library, were present to discuss the possible need to request an additional \$50-100 to cover expenses relative to fax services. They pointed out that the revolving account does not specify "fax use and supplies" as an acceptable expense. After brief discussion, the Committee decided to let the present article stand. The library representatives were informed that if there was a need for additional monies for these types of expenditures, the Committee would be glad to work with them to find possible funding sources.

It was noted that there would be some revised dollar amounts submitted for some articles when they were presented. In particular, Article 24 was discussed as the motion did not appear to include a minimum price as was agreed in a party meeting. Brief discussion followed. It was later revealed that Chairman Dietrich had the appropriate language with him, and he would present the motion at Town Meeting.

**Assignment of Motions – Special Town Meeting:**

The Committee discussed motion assignments with the following results:

Article 1 – Jeff O’Neill  
Article 2 – Frank Rossi  
Article 3 – Christine Devine  
Article 4 – Neil Kennedy  
Article 5 – Kevin Dickie

**Assignment of Motions – Annual Town Meeting:**

The Committee discussed motion assignments with the following results:

Article 1 – Tony Pacholec	Article 16 – Christine Devine
Article 2 – Jeff O’Neill	Article 17 – Neil Kennedy
Article 3 – Frank Rossi	Article 18 – Kevin Dickie
Article 4 – Christine Devine	Article 19 – Tony Pacholec
Article 5 – Neil Kennedy	Article 20 – Jeff O’Neill
Article 6 – Kevin Dickie	Article 21 – Frank Rossi
Article 7 – Tony Pacholec	Article 22 – Christine Devine
Article 8 – Jeff O’Neill	Article 23 – Neil Kennedy
Article 9 – Frank Rossi	Article 24 – Kevin Dickie
Article 10 – Christine Devine	Article 25 – Tony Pacholec
Article 11 – Neil Kennedy	Article 26 – Jeff O’Neill
Article 12 – Kevin Dickie	Article 27 – Frank Rossi
Article 13 – Tony Pacholec	Article 28 – Christine Devine
Article 14 – Jeff O’Neill	Article 29 – Neil Kennedy
Article 15 – Frank Rossi	

It was agreed to modify this pattern of assignment if Chairman Dietrich arrived in time to participate.

Regarding the large number of zoning articles, Mr. Mark Cerel, Town Meeting Moderator, indicated he would first read the article summaries and ask the assembly if there were any to be placed “on hold”. The articles with “holds” would be put aside temporarily while the others would be considered with a single vote. Then each article that was “held” would be considered individually.

There was brief discussion on other aspects of Town Meeting procedure.

**At 6:58 PM Vice Chairman Jeff O’Neill moved to adjourn in order to attend Special Town Meeting and Annual Town Meeting; Ms. Christine Devine seconded. No discussion. Vote: 6-0-0.**

Respectfully submitted,

Jeanette Galliardt  
Night Board Secretary



Town of Medway  
**FINANCE COMMITTEE**

155 Village Street  
Medway MA 02053

**Tel: (508) 533-3200**

**Fax: (508) 533-3201**

**Meeting Minutes: June 13, 2012**  
**Medway High School Library**  
**88 Summer Street**

**Present:** Chairman Martin Dietrich; Jeff O'Neill, Vice Chair; Clerk Chris Lagan; Members: Christine Devine, Neil Kennedy, Tony Pacholec, Frank Rossi and Jim Sheehan.

**Absent:** Kevin Dickie.

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There being a quorum present, Chairman Dietrich called the meeting to order at 7:04 PM.

**Approval of Meeting Minutes:**

*The Committee reviewed draft minutes of meetings held March 28, 2012; April 11, 2012; May 9, 2012; and May 14, 2012.*

**Mr. Tony Pacholec moved to approve the minutes of March 28, 2012, as amended; Mr. Jeff O'Neill seconded. No discussion. VOTE: 8-0-0.**

**Mr. Chris Lagan moved to approve the minutes of April 11, 2012, as drafted; Mr. Neil Kennedy seconded. No discussion. VOTE: 8-0-0.**

**Mr. Frank Rossi moved to approve the minutes of May 9, 2012, as drafted; Mr. Jim Sheehan seconded. No discussion. VOTE: 7-0-1 -- Kennedy abstain.**

**Mr. Frank Rossi moved to approve the minutes of May 14, 2012, as amended; Mr. Tony Pacholec seconded. VOTE: 7-0-1 -- Dietrich abstain.**

**Approval of Invoice:**

*The Committee reviewed an invoice in the amount of \$74.60 from Gatehouse Media for publication of Legal Notices of the Public Hearing for Special and Annual Town Meeting.*

**Mr. Chris Lagan, Clerk, moved to approve an invoice in the amount of \$74.60 from Gatehouse Media for publication of legal notices; Mr. Frank Rossi seconded. No discussion. VOTE: 8-0-0.**

**Discussion – Vacancies:**

There was brief discussion on who was coming back, and who had decided not to seek reappointment to the Finance Committee. Mr. Frank Rossi indicated he is coming back, while Mr. Dietrich and Mr. Pacholec have finished their terms. Chairman Dietrich encouraged everyone to mention to their friends and neighbors. He said it's been a great year and he learned a lot about how the Town works. Other members concurred. Asking questions is the key to understanding things.

**Next Meeting:**

The next meeting will be on Wednesday, July 11, 2012, at 7 PM. The committee asked Ms. Galliardt to book space in Sanford Hall at Town Hall, now that the renovation is complete, and it is air-conditioned.

**At 7:25 PM Mr. Tony Pacholec moved to adjourn; Ms. Christine Devine seconded. No discussion. VOTE: 8-0-0.**

Respectfully submitted,

Jeanette Galliardt  
Night Board Secretary



Town of Medway  
**FINANCE COMMITTEE**

155 Village Street  
Medway MA 02053

**Tel: (508) 533-3200**

**Fax: (508) 533-3201**

**Meeting Minutes: July 11, 2012**  
**Sanford Hall, Town Hall**  
**155 Village Street**

**Present:** Jeff O'Neill, Vice Chair; Members: Christine Devine, Kevin Dickie, Neil Kennedy, Frank Rossi and Jim Sheehan.

**Absent:** Chris Lagan, Clerk.

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There being a quorum present, Mr. Jeff O'Neill, Vice Chair, called the meeting to order at 7:06 PM.

**Reorganization:**

**Mr. Frank Rossi nominated Jeff O'Neill as Chairman; Ms. Christine Devine seconded. Mr. O'Neill agreed to accept the nomination. VOTE: 5-0-1 – O'Neill abstain.**

**Mr. Jim Sheehan nominated Kevin Dickie as Vice Chair; Mr. Neil Kennedy seconded. VOTE: 5-0-1 -- Dickie abstain.**

**Mr. Neil Kennedy nominated Chris Lagan as Clerk; Mr. Jim Sheehan seconded. No discussion. VOTE: 6-0-0.**

**Finance Committee Vacancies:**

The Finance Committee Appointment Meeting scheduled for June 26 was cancelled as there had been no applications or letters of interest. However, since then, a resident had contacted the Board of Selectmen via the Town Website, expressing interest in serving on the Finance Committee. It is hoped that this individual can be interviewed and appointed prior to the August meeting.

**Discussion -- Liaison assignments:**

Brief discussion followed on postponing the assignments until August, as this would allow new members to get involved at the beginning. The committee discussed new assignments such as the new Economic Development Committee.

There were no liaison reports at this time, as committees and other groups are meeting less during the summer.

**Approval of Meeting Minutes:**

*The Committee reviewed draft minutes of meetings held August 16, 2011; March 29, 2012; and June 13, 2012.*

Ms. Christine Devine reported that, while the August 16, 2011 meeting was a joint meeting, Finance Committee members attended only as part of their liaison assignments. Ms. Galliardt noted this meeting occurred before she began working with the Finance Committee and appreciated the clarification. She reported that the body of the minutes is identical to those she prepared for the Board of Selectmen, and does give the Finance Committee a perspective on the meeting.

**Ms. Christine Devine moved to approve the minutes of March 29, 2012, as amended; Mr. Kevin Dickie seconded. No discussion. VOTE: 4-0-2 -- Kennedy and Rossi abstain.**

**Mr. Frank Rossi moved to approve the minutes of June 13, 2012, as drafted; Mr. Neil Kennedy. No discussion. VOTE: 5-0-1 – Dickie abstain.**

**Approval of Invoice:**

*The Committee reviewed an invoice in the amount of \$200.00 from the Association of Town Finance Committees for Annual Dues, 7/1/12 through 6/30/13.*

**Mr. Kevin Dickie moved to approve the invoice from the Association of Town Finance Committees for annual dues of \$200; Mr. Neil Kennedy seconded. No discussion. VOTE: 6-0-0.**

**Next Meeting:**

The next meeting will be on Wednesday, August 8, 2012, at 7 PM in Sanford Hall, Town Hall. Mr. Jeff O'Neill announced he would not be here.

**Miscellaneous:**

Ms. Devine reported that, as part of approvals to the state budget, there were amendments to the Community Preservation Act. She indicated there are now changes as to what the money can be used for, representing a slightly broader scope of uses. Ms. Devine noted the information can be found online in a redlined version and will send out the link later.

**At 7:23 PM Mr. Neil Kennedy moved to adjourn; Mr. Kevin Dickie seconded. No discussion. VOTE: 6-0-0.**

Respectfully submitted,

Jeanette Galliardt  
Night Board Secretary





Town of Medway  
**FINANCE COMMITTEE**

155 Village Street  
Medway MA 02053

Tel: (508) 533-3200

Fax: (508) 533-3201

**Meeting Minutes – September 12, 2012**  
**Sanford Hall, Town Hall**  
**155 Village Street**

**Present:** Jeff O'Neill, Chair; Kevin Dickie, Vice Chair; Members: Meghan Bernardo, Christine Devine, Neil Kennedy, Barry Schroeder and Jim Sheehan.

**Absent:** Chris Lagan, Clerk; Frank Rossi.

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There being a quorum present, Chairman O'Neill called the meeting to order at 7:04 PM.

**Introduction of New Members:**

Chairman Jeff O'Neill introduced the new committee members, Meghan Bernardo and Barry Schroeder. Ms. Bernardo and Mr. Schroeder briefly indicated their backgrounds and interest in serving on the Finance Committee. Current committee members introduced themselves, noting how long they have been on the committee and their liaison assignments.

**Workshop – Association of Town Finance Committees:**

At this time, Chairman O'Neill announced the Association of Town Finance Committees' 2012 Annual Meeting which will be held on Saturday, October 20. He encouraged the new members to attend, stating that it would give them a crash course in municipal finance. The registration fee would be reimbursed by the Finance Committee. Workshop information was included in meeting packets.

**Discussion -- Fall Town Meeting Calendar:**

*The committee reviewed a DRAFT of the 2012 Fall Town Meeting Calendar.*

The Finance Committee's public hearing would be on Wednesday, October 24. Hopefully, the Board of Selectmen will deliver the warrant with sufficient time for the Finance Committee to review it.

**Liaison Assignments:**

Discussion followed on the different assignments, anticipated time commitment and number of meetings. The liaison assignments were finalized as follows:

- General Government (Board of Selectmen) – Jeff O’Neill; Kevin Dickie as backup
- Public Safety: Police and Fire – Jim Sheehan and Barry Schroeder
- Schools – Christine Devine and Neil Kennedy
- Health and Human Services – This encompasses three separate groups including the Board of Health and the Council on Aging; they meet individually -- Neil Kennedy; Frank Rossi as back-up
- Culture and Recreation: Parks, Medway Public Library and Camp Sunshine – Chris Lagan and Barry Schroeder
- ATM – booklet -- The Town Administrator has not made a decision on this yet.
- DPS – Chris Lagan and Frank Rossi
- Planning Board – Meghan Bernardo
- CPC –Christine Devine and Frank Rossi
- School Building Committee – Jeff O’Neill or person approved by BOS, then MSBA
- CIPC –Chris Lagan and Meghan Bernardo
- Economic Development Committee – Frank Rossi

**Reports:**

Clerk’s Report – As Mr. Chris Lagan, Clerk, was absent, Chairman O’Neill presented the Clerk’s report which had been emailed to members previously and included in meeting packets.

Chairman’s Report – Chairman O’Neill briefly reported on two meetings of the School Building Committee. The Middle School Repair Project is progressing ahead of schedule and under budget. In order to use up the funds, additional non-reimbursable items such as student lockers, painting in hallways and common areas, window blinds in some rooms and possibly repaving the parent drop-off area are being considered. It was noted that the amount appropriated by the Town must be kept as the ceiling amount on all expenditures. There was brief discussion on some things that could be included on the list of capital items from the Capital Improvements Planning Committee.

Chairman O’Neill stated he would send out his notes on the Board of Selectmen meeting from the previous evening, including the section from the Fire chief. With regard to Route 109, it was noted that the repair spots for the water main replacement will be patched as necessary, but the top surface on the road will happen next spring after the road has settled.

**Liaison Reports:**

Ms. Christine Devine briefly presented a brief report from the School Committee, noting that a joint meeting with the Board of Selectmen and the Finance Committee is targeted for some time in October.

**Other Business:**

*The Committee reviewed draft minutes from August 8, 2012.*

**Ms. Christine Devine moved to approve the minutes of August 8, 2012, as amended; Mr. Neil Kennedy seconded. No further discussion. VOTE: 7-0-0.**

**At 7:35 PM Mr. Kevin Dickie moved to adjourn; Mr. Neil Kennedy seconded. No discussion. VOTE: 7-0-0.**

Respectfully submitted,  
Jeanette Galliardt  
Night Board Secretary



Town of Medway  
**FINANCE COMMITTEE**

155 Village Street  
Medway MA 02053

Tel: (508) 533-3200

Fax: (508) 533-3201

**Meeting Minutes: October 17, 2012**  
**Medway High School Library**  
**88 Summer Street**  
**7:00 PM**

Present: Chairman Jeff O'Neill; Meghan Bernardo, Christine Devine, Frank Rossi, Barry Schroeder, Jim Sheehan.

Absent: Kevin Dickie, Vice Chair; Chris Lagan, Clerk; Neil Kennedy.

Also Present to answer questions on Warrant Articles: Jeffery Lynch, Fire Chief; Allen Tingley, Police Chief; Tom Holder, Director, Department of Public Services; Carol Pratt, Town Accountant; Stephanie Bacon, Health Agent; Deb Trindade, School Committee; Melanie Phillips, Finance Director; David D'Amico, Deputy Director, Department of Public Services; Selectman John Foresto; Selectman Dennis Crowley; Selectman Glenn Trindade (7:46 PM); Dan Hooper (8:23 PM).

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There being a quorum present, Chairman O'Neill called the meeting to order at 7:04 PM.

**Request for Transfer from the Reserve Fund – Fire Department:**

*The Committee reviewed a Request for Transfer from the Reserve Fund, dated October 10, 2012, from the Fire Department.*

Fire Chief Jeffrey Lynch stated a lightning strike knocked out the fire alarms at both stations. Two quotes have been obtained; the one from the local vendor is the better of the two. He expressed concern that, without the alarms, there is no fire protection at the stations and valuable fire equipment is unprotected. The present balance in the budget line item is \$11,800 and an additional \$10,000 is needed to fund the new alarms.

**Mr. Jim Sheehan moved that the committee approve the Request for Transfer from the Reserve Fund in the amount of \$10,000; Mr. Barry Schroeder seconded. No further discussion. VOTE: 6-0-0.**

**Discussion – Fall Town Meeting Warrant:**

*The Committee reviewed a Draft Warrant for 2012 Fall Town Meeting.*

The Committee reviewed each article, getting supporting information from those in attendance. Brief comments or discussion summary is as follows:

Article 1 – Amendment Annual Authorization: Council on Aging Revolving Account – no questions.

Article 2 – Appropriation: Ambulance Enterprise Debt Service – this is a housekeeping matter to fund debt service costs.

Article 3 – Appropriation: Sewer Enterprise Fund Debt Service – related to borrowing that occurred after 2012 Annual Town Meeting.

Article 4 – Appropriation: General Fund Debt Service – also related to borrowing that occurred after 2012 Annual Town Meeting.

Article 5 – Free Cash: Fire Turnout Gear – Fire Chief Lynch stated this was to replace fire equipment so that each firefighter had a second set in case something happened to the first. This represents 25% of the total equipment, and ultimately some will be replaced each year.

Article 6 – Free Cash: Fire Training – Fire Chief Lynch stated this represents costs related to getting firefighters trained in order to attain Firefighter 1 and 2 official certifications. It is anticipated that his departmental budget can be increased so that the line item can fund training on a regular basis. The certification is a one-time event, yet new techniques are presented for everyone during training.

Article 7 – Free Cash: PAMET Software – This is for software that will be integrated with existing software, in order to generate reports from relevant data and statistics including potential hazards highlighted on the way to fire calls, medical history of victims/patients, addresses, etc. It will cut down time necessary to create reports. The cost includes training as well as a bridge to convert existing software. There is an annual maintenance cost of \$4,500. Discussion on increasing number of full time firefighters and use of ambulance fund to help cover some of these expenses in the future, allocating the cost back to the Enterprise Fund.

Article 8 – Borrowing: Board of Health Water Pollution Abatement Projects – Ms. Stephanie Bacon, Health Agent, provided a brief explanation of how the program works, noting it is for Title 5 septic system repairs and for tying into town sewer if a system has failed and tie-in is available. Qualifying household income level must be less than \$150,000. Ms. Melanie Phillips, Finance Director, stated this is the fourth time the Town would be offering it, noting that there was little interest previously but the current economy may attract more applicants (four calls so far). Ms. Bacon suggested it should be an annual warrant article.

Article 9 – Revise: Town Clerk Salary – This amount represents the increase specified in the contract with the Town Clerk, tethered to the negotiated salary increase in union contracts.

Article 10 – Salary Reserve Transfer: Collective Bargaining Agreement – It is noted that, after the transfer there will be roughly \$33,000 left in this account, which may not be sufficient to settle outstanding contracts.

Article 11 – Retained Earnings Transfer: Solid Waste Enterprise Fund – related to collective bargaining.

Article 12 – Retained Earnings Transfer: Sewer Enterprise Fund – related to collective bargaining.

Article 13 – Retained Earnings Transfer: Water Enterprise Fund – related to collective bargaining.

Article 14 – Retained Earnings Transfer: EMS Fund – related to collective bargaining and to fund salary differential to increase position to lieutenant.

Article 15 – Transfer: Main Street Water Main Replacement Project – Mr. Tom Holder, Director, Department of Public Services, stated this is a repurposing of surplus funds from water tank project. Funds can be transferred to another water project, which was the replacement of the water main on Main Street and West Street. Tom distributed a photo of ledge encountered during main replacement. Four change orders which increased the contract price by \$28,000. Gas line located on top of the water pipe so could not replace that water pipe. Discussion followed.

Article 16 – Transfer Unexpended Balances: HVAC Upgrades Fire Station and Town Hall – Mr. Holder stated the original funds were for HVAC units at the public library, and this will repurpose the balances for HVAC units at the Fire Station and Town Hall. At the Fire Station, units will provide heat to the downstairs office, and air conditioning to Chief Lynch's office. These units will provide heat and air conditioning to both of those offices. At Town Hall, the office for the Director of Information Technology and the computer server room will benefit from air conditioning.

Article 17 – Free Cash Transfer: War Memorials – no question.

Article 18 – Appropriation: Athletic Field Maintenance -- It is noted that the Department of Public Services and the School Department will work together to put together a summary of scope and estimated costs. Brief discussion followed on budgeting, Chapter 70 funds, and timeline (until June 30 2013). Noting that this involved only the grass fields at the high school, Mr. David D'Amico, Deputy Director, Department of Public Services, explained that funds originally on account for the field maintenance was taken away during a previous period of economic strife, and it has never been rectified.

Article 19 – Free Cash Transfer: Trane Debt Service -- For the benefit of new Finance Committee members, Selectman John Foresto provided a brief explanation of the ESCO Stabilization Fund.

Article 20 – Transfer: Medway High School Baseball Field Drainage Repairs – This is a repurposing of funds to correct inadequate drainage existing from the original construction of the baseball field at Medway High School. Ms. Melanie Phillips, Finance Director, clarified that the wording of the article allows for the possibility that other problems will be discovered when the drainage is being repaired; otherwise another article will be necessary for any new issues. Selectman Crowley noted that the delay in presenting these articles from several years ago is tethered to the litigation between the contractor and the Town. Discussion followed.

Article 21 – Borrowing: Thayer Property Renovation – Mr. Frank Rossi stated that the Community Preservation Committee has yet to sign off on this article, adding that the group will be meeting again before Fall Town Meeting. Selectman John Foresto and Mr. Dan Hooper, both members of the Thayer Development Group, briefly spoke about the Thayer project. Mr. Hooper indicated a dollar amount may be available in time for Fall Town Meeting. Discussion followed.

Article 22 – Free Cash Transfer: Parks and Recreation Study – It is noted that the Parks Master Plan project went out to bid with an October 18<sup>th</sup> deadline. Mr. Holder clarified that there is presently 55 acres of property that can be used to passive recreation, and this plan will evaluate all the Town's properties. He explained how the bid opening process will work in the review committee, and is optimistic that it can be completed before Fall Town Meeting so that an estimated cost can be included in the article.

Article 23 – Amendment: Interest Rate on Deferred Property Taxes – Ms. Phillips briefly explained that the current practice has no defined structure, which causes the rate to change every year. This will establish a fixed rate, making it easier for residents and their financial planning.

Article 24 –Adjustment: Community Preservation Fund Statutory Set-Aside -- no questions.

Article 25 – Free Cash Transfer: Massachusetts Appeals Court Ruling -- Verizon won a lawsuit against the Town on appeal, and this represents the interest due. It was noted that the principal amount may be paid from the overlay account, but the interest cannot.

Article 26 – Amend General By-Laws: Settlements – Surrounding communities were surveyed for their claim settlement practice, and revealed that the Town of Framingham allows the Board of Selectmen to settle claims up to \$25,000 without Town Meeting approval; similarly, the Town of Sherborn allows its Board of Selectmen to settle claims up to \$100,000. In both cases, this is possible only if funds are available to pay the settlement; otherwise, Town Meeting appropriation is necessary.

Article 27 – Approve: Police Department Mutual Aid Agreement – Police Chief Allen Tingley stated this enables the Medway Police Department the ability to combine with 49 other towns from which aid could be obtained, and provide aid to those communities in return. It also extends their jurisdiction into those communities to apprehend felons where currently they are not able to cross into those communities to do so.

Chairman O'Neill thanked everyone for attending and being available for questions.

**Reports:**

Due to the lengthy discussion on the Fall Town Meeting Warrant, Chairman O'Neill postponed the Chairman's Report until the next meeting.

**Approval of Minutes:**

Due to the lateness of the hour, review of the minutes from September 12, 2012 was postponed to the next meeting.

**Upcoming Meetings:**

The next meetings of the Finance Committee are as follows:

- Wednesday, October 24 – Public Hearing for 2012 Fall Town Meeting followed by a regular meeting of the Finance Committee -- Sanford Hall. It was noted that there will **not** be a meeting on Wednesday, November 14, the regular meeting night.
- Tuesday, November 13 -- Pre-Town Meeting – High School
- Wednesday, December 12, 2012 – Sanford Hall

**At 9:27 PM Mr. Frank Rossi moved to adjourn; Mr. Jim Sheehan seconded. No discussion.  
VOTE: 6-0-0.**

Respectfully submitted,  
Jeanette Galliardt  
Night Board Secretary



Town of Medway  
**FINANCE COMMITTEE**

155 Village Street  
Medway MA 02053

Tel: (508) 533-3200

Fax: (508) 533-3201

**Meeting Minutes -- October 24, 2012**  
**Sanford Hall – 7:15 PM**  
**155 Village Street**

Present: Chairman Jeff O'Neill; Kevin Dickie, Vice Chair; Chris Lagan, Clerk; Members: Meghan Bernardo, Christine Devine, Neil Kennedy, Frank Rossi, Barry Schroeder, Jim Sheehan.

Also Present to answer questions: Jeffery Lynch, Fire Chief; William Boultenhouse, Police Department; Tom Holder, Director, Department of Public Services; Carol Pratt, Town Accountant; Deb Trindade, School Committee; Melanie Phillips, Finance Director; Selectman John Foresto; Selectman Dennis Crowley; Suzanne Kennedy, Town Administrator.

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At 7:15 PM, following the conclusion of the Public Hearing for 2012 Fall Town Meeting Warrant, Chairman O'Neill called to order a regular meeting of the Medway Finance Committee.

**2012 Fall Town Meeting Warrant – Final Discussion and Votes:**

At this time, the Finance Committee did a final review of the warrant articles, engaging in applicable discussion, and voting a Finance Committee recommendation for each article.

**Article 1 – Amendment Annual Authorization: Council on Aging Revolving Account – Mr. Neil Kennedy moved that the Finance Committee recommend Article 1; Mr. Barry Schroeder seconded. No discussion. VOTE: 9-0-0.**

**Article 2 – Appropriation: Ambulance Enterprise Debt Service – Mr. Kevin Dickie moved that the Finance Committee recommend Article 2; Ms. Meghan Bernardo seconded. No discussion. VOTE: 9-0-0.**

**Article 3 – Appropriation: Sewer Enterprise Fund Debt Service – Mr. Jim Sheehan moved that the Finance Committee recommend Article 3; Mr. Barry Schroeder seconded. No discussion. VOTE: 9-0-0.**

**Article 4 – Appropriation: General Fund Debt Service – Mr. Barry Schroeder moved that the Finance Committee recommend Article 4; Mr. Neil Kennedy seconded. No discussion. VOTE: 9-0-0.**



Article 5 – Free Cash: Fire Turnout Gear – There was brief discussion on the fire department budget going forward as the fire chief is new to Medway. Chief Lynch indicated he will try to save in some areas in order to fund things like vehicle repairs, for example. **Mr. Jim Sheehan moved that the Finance Committee recommend Article 5; Ms. Meghan Bernardo seconded. No discussion. VOTE: 9-0-0.**

Article 6 – Free Cash: Fire Training – Chief Lynch pointed out that firefighters are paid a flat rate for the time spent in training, adding that he hopes to build these kinds of costs into the departmental budget over time. **Ms. Meghan Bernardo moved that the Finance Committee recommend Article 6; Mr. Kevin Dickie seconded. No discussion. VOTE: 9-0-0.**

Article 7 – Free Cash: PAMET Software – Chief Lynch briefly described the integration of software to combine data in order to generate reports, noting that it will work with current software. The cost includes installation and training, and next year there will be a maintenance fee of \$4,500. **Mr. Kevin Dickie moved that the Finance Committee recommend Article 7; Mr. Jim Sheehan seconded. No discussion. VOTE: 9-0-0.**

Article 8 – Borrowing: Board of Health Water Pollution Abatement Projects – Ms. Melanie Phillips, Finance Director, explained the program that will assist residents with failed septic systems to either repair or tie into the sewer system. The costs are paid back to the Town in the form of betterment on their property taxes. **Ms. Christine Devine moved that the Finance Committee recommend Article 8; Mr. Neil Kennedy seconded. No discussion. VOTE: 9-0-0.**

Article 9 – Revise: Town Clerk Salary – **Mr. Neil Kennedy moved that the Finance Committee recommend Article 9; Ms. Meghan Bernardo seconded. No discussion. VOTE: 9-0-0.**

Article 10 – Salary Reserve Transfer: Collective Bargaining Agreement – It was noted that the Fire Department contract has been ratified, and these dollar amounts are final. **Ms. Meghan Bernardo moved that the Finance Committee recommend Article 10; Mr. Jim Sheehan seconded. No discussion. VOTE: 9-0-0.**

Article 11 – Retained Earnings Transfer: Solid Waste Enterprise Fund – **Mr. Jim Sheehan moved that the Finance Committee recommend Article 11; Ms. Meghan Bernardo seconded. No discussion. VOTE: 9-0-0.**

Article 12 – Retained Earnings Transfer: Sewer Enterprise Fund – **Ms. Meghan Bernardo moved that the Finance Committee recommend Article 12; Mr. Kevin Dickie seconded. No discussion. VOTE: 9-0-0.**

Article 13 – Retained Earnings Transfer: Water Enterprise Fund – **Ms. Meghan Bernardo moved that the Finance Committee recommend Article 13; Ms. Christine Devine seconded. No discussion. VOTE: 9-0-0.**

Article 14 – Retained Earnings Transfer: EMS Fund – Ms. Carol Pratt, Town Accountant, explained that this article refers to ranks of Fireman 1 and Fireman 2, a step increase, the new salary structure due to municipal agreement, and promotion to Lieutenant 1 for six months. **Mr. Barry Schroeder moved that the Finance Committee recommend Article 14; Ms. Meghan Bernardo seconded. No discussion. VOTE: 9-0-0.**

Article 15 – Transfer: Main Street Water Main Replacement Project – There was brief discussion on other articles with unexpended balances; a list is being researched and prepared. **Ms. Christine Devine moved that the Finance Committee note its position on Article 15 as TBD with the understanding the matter will be reviewed at a meeting immediately prior to Fall Town Meeting; Ms. Meghan Bernardo seconded. No discussion. VOTE: 9-0-0.**

Article 16 – Transfer Unexpended Balances: HVAC Upgrades Fire Station and Town Hall – **Ms. Meghan Bernardo moved that the Finance Committee recommend Article 16; Mr. Jim Sheehan seconded. No discussion. VOTE: 9-0-0.**

Article 17 – Free Cash Transfer: War Memorials – **Ms. Meghan Bernardo moved that the Finance Committee recommend Article 17; Mr. Barry Schroeder seconded. No discussion. VOTE: 9-0-0.**

Article 18 – Appropriation: Athletic Field Maintenance -- It was noted that the schools and the Department of Public Services have reached an agreement regarding the scope of work, and a meeting will take place next week. Brief discussion followed. **Ms. Meghan Bernardo moved that the Finance Committee note its position on Article 18 as TBD with the understanding the matter will be reviewed at a meeting immediately prior to Fall Town Meeting; Ms. Christine Devine seconded. No discussion. VOTE: 9-0-0.**

Article 19 – Free Cash Transfer: Trane Debt Service – **Mr. Kevin Dickie moved that the Finance Committee recommend Article 19; Ms. Meghan Bernardo seconded. No discussion. VOTE: 9-0-0.**

Article 20 – Transfer: Medway High School Baseball Field Drainage Repairs – It was noted that there had been litigation surrounding this project which prevented the Town from accessing the unexpended funds until now. **Ms. Meghan Bernardo moved that the Finance Committee recommend Article 20; Mr. Jim Sheehan seconded. No discussion. VOTE: 9-0-0.**

Article 21 – Borrowing: Thayer Property Renovation – Mr. Frank Rossi reported that the Community Preservation Committee would be meeting during the first week of November; its recommendation and vote will take place at that time. Selectman John Foresto briefly described the project, and a formal presentation will be made at Town Meeting. After discussion on financing, interest rates, and revenue stream, **Ms. Meghan Bernardo moved that the Finance Committee note its position on Article 21 as TBD with the understanding the matter will be reviewed at a meeting immediately prior to Fall Town Meeting; Mr. Neil Kennedy seconded. No discussion. VOTE: 9-0-0.**

Article 22 – Free Cash Transfer: Parks and Recreation Study – There was brief discussion on the bidding process, noting this matter is subject to Massachusetts bidding laws, and not awarding a contract to the lowest bidder. If it is \$30K or less, the article will be dismissed. If it is more, the dollar figure will be available the night of Town Meeting. **Mr. Neil Kennedy moved that the Finance Committee note its position on Article 22 as TBD with the understanding the matter will be reviewed at a meeting immediately prior to Fall Town Meeting; Ms. Meghan Bernardo seconded. No discussion. VOTE: 9-0-0.**

Article 23 – Amendment: Interest Rate on Deferred Property Taxes – **Ms. Meghan Bernardo moved that the Finance Committee recommend Article 23; Ms. Christine Devine seconded. No discussion. VOTE: 9-0-0.**

Article 24 –Adjustment: Community Preservation Fund Statutory Set-Aside – **Mr. Jim Sheehan moved that the Finance Committee recommend Article 24; Ms. Christine Devine seconded. No discussion. VOTE: 9-0-0.**

Article 25 – Free Cash Transfer: Massachusetts Appeals Court Ruling – Ms. Melanie Phillips explained the litigation relative to this article, noting that the interest on the settlement amount cannot be taken from the overlay account. **Ms. Meghan Bernardo moved that the Finance Committee recommend Article 25; Ms. Christine Devine seconded. No discussion. VOTE: 9-0-0.**

Article 26 – Amend General By-Laws: Settlements – **Ms. Christine Devine moved that the Finance Committee recommend Article 26; Ms. Meghan Bernardo seconded. No discussion. VOTE: 9-0-0.**

Article 27 – Approve: Police Department Mutual Aid Agreement – **Ms. Meghan Bernardo moved that the Finance Committee recommend Article 27; Mr. Frank Rossi seconded. No discussion. VOTE: 9-0-0.**

**Discussion -- Joint Meeting with School Committee and Board of Selectmen:**

Deb Trindade, School Committee representative, reported that a joint meeting of the School Committee, Finance Committee and the Board of Selectmen has been scheduled for December 4.

**Reports:**

There was no report from the Chairman or the Clerk.

Liaison reports were presented relative to the following groups: Community Preservation Committee; Update on the Open Meeting Law; Board of Selectmen; School Committee; and Capital Improvements Planning Committee.

**Approval of Minutes:**

*The committee reviewed draft minutes from September 12, 2012, and October 17, 2012.*

**Mr. Kevin Dickie moved to approve the minutes of September 12, 2012, as drafted; Ms. Meghan Bernardo seconded. No discussion. VOTE: 8-0-1 -- Rossi abstain.**

**Ms. Meghan Bernardo moved to approve the minutes of October 17, 2012, as amended; Mr. Jim Sheehan seconded. No discussion. VOTE: 6-0-3 – Dickie, Kennedy and Lagan abstain.**

**Upcoming Meetings:**

The next meetings of the Finance Committee are as follows:

- Tuesday, November 13 -- Pre-Town Meeting – High School Room 113-A
- It was noted that there will **not** be a meeting on Wednesday, November 14, the regular meeting night.
- Wednesday, December 12, 2012 – Sanford Hall

**At 8:27 PM Ms. Meghan Bernardo moved to adjourn; Mr. Kevin Dickie seconded. No discussion. VOTE: 9-0-0.**

Respectfully submitted,  
Jeanette Galliardt  
Night Board Secretary



Town of Medway  
**FINANCE COMMITTEE**

155 Village Street  
Medway MA 02053

Tel: (508) 533-3200

Fax: (508) 533-3201

**Public Hearing – 2012 Fall Town Meeting Warrant**  
**October 24, 2012 – 7:00 PM**  
**Sanford Hall**  
**155 Village Street**

Present: Chairman Jeff O'Neill; Kevin Dickie, Vice Chair (7:03); Chris Lagan, Clerk; Members: Meghan Bernardo, Christine Devine, Neil Kennedy, Frank Rossi, Barry Schroeder, Jim Sheehan.

Also Present to answer questions on Warrant Articles: Jeffery Lynch, Fire Chief; William Boultenhouse, Police Department; Tom Holder, Director, Department of Public Services; Carol Pratt, Town Accountant; Deb Trindade, School Committee; Melanie Phillips, Finance Director; Selectman John Foresto; Selectman Dennis Crowley; Suzanne Kennedy, Town Administrator.

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By reading aloud the Legal Notice of Public Hearing, Chairman Jeff O'Neill convened a public hearing at 7:00 PM for the purpose of discussing the subject matter of all articles contained in the November 13, 2012 Fall Town Meeting Warrant, in accordance with the Town of Medway's Charter, c. 2, sec. 5-2.

**Discussion – Fall Town Meeting Warrant:**

*The Committee reviewed a Draft Warrant for 2012 Fall Town Meeting.*

Beginning with Article 1, each warrant article was read aloud for the benefit of those assembled. The list of articles follows. It is noted that there were **no questions** from the public on any of the articles.

Article 1 – Amendment Annual Authorization: Council on Aging Revolving Account

Article 2 – Appropriation: Ambulance Enterprise Debt Service

Article 3 – Appropriation: Sewer Enterprise Fund Debt Service

Article 4 – Appropriation: General Fund Debt Service

Article 5 – Free Cash: Fire Turnout Gear

Article 6 – Free Cash: Fire Training

Article 7 – Free Cash: PAMET Software  
Article 8 – Borrowing: Board of Health Water Pollution Abatement Projects  
Article 9 – Revise: Town Clerk Salary  
Article 10 – Salary Reserve Transfer: Collective Bargaining Agreement  
Article 11 – Retained Earnings Transfer: Solid Waste Enterprise Fund  
Article 12 – Retained Earnings Transfer: Sewer Enterprise Fund  
Article 13 – Retained Earnings Transfer: Water Enterprise Fund  
Article 14 – Retained Earnings Transfer: EMS Fund  
Article 15 – Transfer: Main Street Water Main Replacement Project  
Article 16 – Transfer Unexpended Balances: HVAC Upgrades Fire Station and Town Hall  
Article 17 – Free Cash Transfer: War Memorials – no questions.  
Article 18 – Appropriation: Athletic Field Maintenance  
Article 19 – Free Cash Transfer: Trane Debt Service  
Article 20 – Transfer: Medway High School Baseball Field Drainage Repairs  
Article 21 – Borrowing: Thayer Property Renovation  
Article 22 – Free Cash Transfer: Parks and Recreation Study  
Article 23 – Amendment: Interest Rate on Deferred Property Taxes  
Article 24 –Adjustment: Community Preservation Fund Statutory Set-Aside  
Article 25 – Free Cash Transfer: Massachusetts Appeals Court Ruling  
Article 26 – Amend General By-Laws: Settlements  
Article 27 – Approve: Police Department Mutual Aid Agreement

Chairman O'Neill thanked everyone for being available for questions and announced that the Finance Committee would hold a regular meeting following the conclusion of the public hearing.

**At 7:13 PM Mr. Neil Kennedy moved to close the public hearing; Mr. Kevin Dickie seconded. No discussion. VOTE: 9-0-0.**

Respectfully submitted,  
Jeanette Galliardt  
Night Board Secretary



Town of Medway  
**FINANCE COMMITTEE**

155 Village Street  
Medway MA 02053

**Tel: (508) 533-3200**

**Fax: (508) 533-3201**

**Meeting Minutes**  
**November 13, 2012 -- 6:15 PM**  
**Medway High School – Room 113-A**

Present: Chairman Jeff O'Neill; Kevin Dickie, Vice Chair; Chris Lagan, Clerk; Members: Meghan Bernardo (6:30 PM), Christine Devine, Neil Kennedy, Frank Rossi, Barry Schroeder (6:25 PM), Jim Sheehan (6:45PM).

Also Present: Tom Holder, Director, Department of Public Services; David D'Amico, Deputy Director, Department of Public Services; Deb Trindade, School Committee; Selectman Dennis Crowley; Selectman Glenn Trindade; Barbara Saint Andre, Town Counsel.

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There being a quorum present, Chairman O'Neill called the meeting to order at 6:20 PM.

**Final Recommendations – 2012 Fall Town Meeting:**

Having secured additional information and the recommendations from the Board of Selectmen, the Committee considered the remaining warrant articles as follows:

**Article 15 – Transfer: Main Street Water Main Replacement Project** – After brief discussion, **Mr. Kevin Dickie moved that the Finance Committee recommend Article 15; Mr. Frank Rossi seconded. No discussion. VOTE: 7-0-0.**

**Article 18 – Appropriation: Athletic Field Maintenance** – Chairman O'Neill reported that the figure of \$30,000 was approved by the Board of Selectmen. Brief general discussion on the article followed. **Mr. Kevin Dickie moved that the Finance Committee recommend Article 18 inserting a dollar amount of \$30,000; Mr. Chris Lagan seconded. No further discussion. VOTE: 6-1-0 – O'Neill oppose.**

**Article 21 – Borrowing: Thayer Property Renovation**-- Selectman Foresto reported that there were too few bids on the project, and the committee would like to reject those bids and reissue the RFP. Discussion followed on use of CPC funds, timelines, other funding sources, etc. Mr. Chris Lagan expressed concern that this debt would come back to the Town. Selectman Crowley noted that it is likely that, for the first couple of years, the Town will be handling the maintenance as there will be little

or no revenue stream. He estimated this cost to be approximately \$8,000. He emphasized that the property will be available for Town events in addition to fee-based events from the public.

**Ms. Christine Devine moved that the Finance Committee recommend Article 21 as written, inserting a dollar amount of \$2.5 million; Ms. Meghan Bernardo seconded. No further discussion. VOTE: 7-1-0 - Lagan oppose.**

Article 22 – Free Cash Transfer: Parks and Recreation Study – Chairman O’Neill reported that a figure of \$10,000 was approved by the Board of Selectmen. Brief discussion followed. **Ms. Christine Devine moved that the Finance Committee recommend Article 22 as written, inserting a dollar amount of \$10,000; Mr. Barry Schroeder seconded. No discussion. VOTE: 8-0-0.**

**Assignment of Motions – 2012 Fall Town Meeting:**

Chairman O’Neill reported that Mr. Mark Cerel, Town Meeting Moderator, had instructed the Board of Selectmen that several articles would be grouped together into a single vote as they were similar in nature. In these cases, Mr. Cerel will specify that he seeks a motion from the Finance Committee, name the specifics of the motion, and the Finance Committee member responds with the words “so moved.” Other assignments were as follows:

Article 1 - Neil Kennedy  
Articles 2, 3 and 4 – Chris Lagan  
Article 5 – Frank Rossi  
Article 6 – Jim Sheehan  
Article 7 – Meghan Bernardo  
Article 8 – Kevin Dickie  
Article 9 – Jeff O’Neill  
Articles 10, 11, 12, 13, and 14 – Christine Devine  
Article 15 – Barry Schroeder  
Article 16 – Neil Kennedy  
Article 17- Chris Lagan  
Article 18 – Frank Rossi  
Article 19 – Jim Sheehan  
Article 20 –Meghan Bernardo  
Article 21 – Jeff O’Neill  
Article 22 – Kevin Dickie  
Article 23 – Christine Devine  
Article 24 – Barry Schroeder  
Article 25 – Neil Kennedy  
Article 26 – Chris Lagan  
Article 27 – Frank Rossi

**Approval of Minutes:**

*The Committee reviewed draft minutes of meetings held on October 24, 2012 (Public Hearing) and October 24, 2012 (Regular Meeting).*

**Ms. Meghan Bernardo moved to approve the minutes of October 24, 2012 (Public Hearing), as drafted; Mr. Kevin Dickie seconded. No discussion. VOTE: 9-0-0.**

**Ms. Meghan Bernardo moved to approve the minutes of October 24, 2012 (Regular Meeting), as amended; Ms. Christine Devine seconded. No discussion. VOTE: 9-0-0.**

**Election Update – St. Joseph’s Parish:**

Chairman O’Neill reported that, due to the large turnout of voters for the Presidential Election last week, there was some damage to St. Joseph’s Parish. He reminded the Committee that it is not a regular polling place, but was put to service while the Middle School Repair Project is underway. There was damage to grassy areas from people parking their cars there, a broken door, and other smaller items. The matter had come before the Board of Selectmen who requested the Finance Committee’s input. It was noted that the Town cannot make a donation to the parish, and instead could pay an invoice for repairs. After brief discussion, it was agreed that the parish should submit an itemized list of necessary repairs up to \$1,500, and a Reserve Fund Transfer could be processed. Chairman O’Neill will report back to the Board of Selectmen.

**Upcoming Meetings:**

- Tuesday, December 4, 2012 -- Joint meeting with the Board of Selectmen and School Committee – Medway High School Library – 7 PM
- Wednesday, December 12, 2012 – Sanford Hall – 7 PM
- Wednesday, January 9, 2013 – Sanford Hall – 7 PM

**At 6:55 PM Ms. Meghan Bernardo moved to adjourn in order to attend Fall Town Meeting; Mr. Barry Schroeder seconded. No discussion. VOTE: 9-0-0.**

Respectfully submitted,  
Jeanette Galliardt  
Night Board Secretary