



Town of Medway
FINANCE COMMITTEE

155 Village Street
Medway MA 02053

Tel: (508) 533-3200

Fax: (508) 533-3201

**Special Meeting
January 30, 2013
Medway High School Library
88 Summer Street
7:00 PM**

Present: Chairman Jeff O'Neill; Chris Lagan, Clerk; Members: Meghan Bernardo, Christine Devine (7:08), Frank Rossi, Barry Schroeder.

Absent: Kevin Dickie, Vice-Chair; Neil Kennedy; Jim Sheehan.

Also Present: Melanie Phillips, Finance Director; Jeffery Lynch, Fire Chief; John Givner, Veterans Agent; Selectman Dennis Crowley; Town Administrator Suzanne Kennedy.

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

Finance Committee Reserve Account Review:

Mr. Chris Lagan, Clerk, briefly reviewed the balance sheet for the Finance Committee Budget which indicates that there is \$90,000 remaining in the account at this time.

Emergency Transfer – Veterans Services Expenses, \$19,750:

The Committee reviewed a Request for Transfer from the Finance Committee Reserve Fund, dated January 17, 2013, from the Veterans Agent. Mr. Givner included background information on how the program works, caseload, available benefits, etc.

Mr. John Givner briefly outlined his role as Veterans Agent for Medway and three other communities, explaining that Massachusetts is the only state that has a Veterans Agent to represent each community, either individually or by district. Referring to the background information, he stated the caseload as such has not changed, but the numbers have gone up, mostly due to the type of benefits received. He distributed a handout comparing various services and benefits within the current caseload. Mr. Givner noted it is difficult to predict what the future caseload might be as several recipients are elderly. It

sometimes takes 14 – 18 months for benefits to kick in, so these monies the Town can provide helps people over the tough spots in the interim.

Responding to a question from the committee, Mr. Givner stated there are 14 cases now, compared to only 4 when he came to Medway in 2011. Each recipient's benefits vary depending on income and family status. While there does not seem to be a direct correlation, it was suggested that Medway has a higher caseload than surrounding communities because of increased awareness and the availability of a Veterans Agent. Mr. Givner noted that 8 of the 14 cases are widows of veterans.

Ms. Kennedy theorized that there should be a reimbursement of approximately 75% of the benefits that are disbursed to recipients, though the reimbursement funds go into the general fund. There are other monies within the Veterans Benefits budget that will be used before the transferred money will be used. Chairman O'Neill asked if there could be other requests this fiscal year. Mr. Givner estimated that this transfer should be sufficient for the remainder of the fiscal year, but could not guarantee it. He knows of one person who is expecting to move out of Medway. Discussion followed on the various benefits, income levels and other aspects of the recipients.

Mr. Chris Lagan moved that the Finance Committee approve the Transfer from the Reserve Fund as presented in the amount of \$19,750.00 to VETERANS BENEFITS; Ms. Christine Devine seconded. No discussion. VOTE: 6-0-0.

Emergency Transfer – Fire Department Salaries and Stipends, \$40,000:

The Committee reviewed a request for Transfer from the Finance Committee Reserve Fund, dated January 23, 2013, from Jeffery Lynch, Fire Chief, plus supporting documentation.

Chief Lynch stated a recent state inspection revealed insufficient staffing to cover the ambulance runs between 7 PM and 7 AM. The Fire Department is trying to recruit additional personnel, but the process is slow. As a result of the lack of staff, the department was not issued a license to operate an emergency medical vehicle. It is difficult to fill all the shifts with the on-call personnel, but there are not enough people to fill the shifts, no matter how much present staff wants to work. The state inspector decreed that there must be 24-hour coverage. Four scenarios have been developed, which were presented to the Board of Selectmen at their meeting on January 22. Chief Lynch briefly outlined the differences in the scenarios.

Ms. Kennedy explained that the state wants the services to be memorialized in a formal agreement, which has not yet been done. The existing agreement is more geared toward operations, and not a contract for services. The Town is required to have adequate staffing, and the requested funds will be used to hire additional staff prior to the start of the new fiscal year.

Chairman O'Neill asked why this situation has come up now if the staffing has not changed significantly. Ms. Kennedy noted that this particular state inspector has a reputation of being one of the strictest, and he is determined to bring all communities up to the required level of compliance.

Ms. Christine Devine asked if this affects staffing for fire service and other tasks. Chief Lynch stated all new hires will be trained in both areas and will serve wherever they are needed when the various calls come in. He noted that this is a short-term solution to obtain the license for ambulance service, but the long-term solution is to hire additional staff. This will get the department through June 30. Data will be gathered in order to determine how to go forward for the next fiscal year.

Selectman Crowley stated the Selectmen looked at the scenarios long and hard, and opted for the scenario that allows for two additional people. Additionally, there is concern that on-call personnel are not consistently responding to calls. The Selectmen wanted to look at the analysis longer in order to determine if two additional people (total of 4) should be worked into the budget for FY14. It was noted that the addition of four more full-time firefighters will bring the total of full-time staff to eight (8). Additional staff provides additional coverage for the Town, and increased coverage generates more revenue to the Town as the department will be able to cover more calls. The Board also discussed stipends for the on-call personnel. Discussion followed on what may happen at Special Town Meeting and resulting transfers if the warrant article passes.

Ms. Melanie Phillips, Finance Director, stated that the transfer funds are to cover short-term costs and Special Town Meeting would appropriate \$40,000 to cover other costs until June 30. \$40,000 will come from the Finance Committee Reserve Fund, and \$40,000 will come from the Operational Reserve if the matter passes at Special Town Meeting. Ideally, the hiring will be complete, and the actual numbers will be refined before Special Town Meeting. Chairman O'Neill wanted to know if the money will be transferred back to the Reserve Fund to replace the funds this vote will transfer out. It is anticipated that these costs will be built into the budget for FY14.

Chief Lynch reported that today was the deadline for applications, and six were received. Interviews will be on Friday, and background checks through the Police Department are in process. It could be 3-4 weeks before the hiring process is complete. Ms. Devine asked why the department needs the money now if funds could be approved at Special Town Meeting. Chief Lynch explained that stipends are being paid to get the shifts filled, so overtime funds are being hit pretty hard. The \$40,000 from the Reserve Fund will help restore those funds, and the \$40,000 appropriated at Special Town Meeting will finish out the fiscal year. Ms. Kennedy pointed out the \$75,000 estimated includes paying full benefits, and she rounded it up to \$80,000. Chief Lynch explained this money will provide enough funds to support the new hires as well as pay the stipends in the coming weeks. At the time this was presented to the Selectmen, the date for a Special Town Meeting was not known.

Ms. Kennedy theorized that if the Town does not rectify this situation, the state will mandate who the Town will hire for a private ambulance service; the state is looking for a signed agreement with a private-for-profit, plus a staffing scenario that covers 24 hours. The scenario that was presented will satisfy the inspector on a short term basis, but not long term. One contract is still not signed; one is signed, but the certificates of insurance are still outstanding. Brief discussion followed.

Chief Lynch indicated that calls are going up every year, noting that many times someone needs assistance lifting a family member who has fallen. The population is aging, and many calls involve elderly. A billable call is one where the patient was transported; a non-billable call means the patient was not transported. There are also calls for Medway residents who have no insurance, and those fall into a hardship process. Discussion followed on the dispatch center, and analysis of those calls. Data indicating trends may be helpful, though it is noted that the information may be skewed because of how the information was recorded.

Brief discussion followed on the Fire Departments in surrounding communities and their staffing solutions. Holliston has all on-call staff except the Chief. On-call gets a \$5,000 annual stipend and insurance benefits. Hopkinton has a full-time dept. Norfolk has 13 full-time firefighters including the Chief. It was noted that departments in nearby communities have significantly larger budgets.

Mr. Chris Lagan, Clerk, pointed out that approval of this transfer leaves a balance of \$30,250 for the rest of the year, as it is unclear when the transfer funds will be reimbursed into the Reserve Fund. Chairman O'Neill asked what happens if the article does not pass at Special Town Meeting. Ms. Kennedy responded she would have to review the Operational Reserve Account and see what can be done.

Ms. Meghan Bernardo moved that the Finance Committee approve the Transfer from the Reserve Fund as presented in the amount of \$40,000 to EMS FT/EMS PT SALARIES/STIPENDS; Ms. Christine Devine seconded. No discussion. VOTE: 6-0-0.

Special Town Meeting – February 25, 2013:

The Committee reviewed a draft of the February 25, 2013 Special Town Meeting Calendar.

Chairman O'Neill announced that the Finance Committee is required to hold a Public Hearing before any Annual or Special Town Meeting. According to the draft calendar, this would place the public hearing on the Finance Committee's regular meeting night of Wednesday, February 13.

After discussion, it was agreed to hold the Public Hearing at 7 PM on Wednesday, February 13, 2013 in Sanford Hall, 155 Village Street. The regular Finance Committee meeting will follow after the public hearing is closed. Ms. Christine Devine reported she will not be able to attend.

Next Meeting:

The next regular monthly meeting of the Finance Committee will be held following the conclusion of the Public Hearing relative to the February 25, 2013 Special Town Meeting.

At 8:20 PM Ms. Christine Devine moved to adjourn; Mr. Barry Schroeder seconded. No discussion. VOTE: 6-0-0.

Respectfully submitted,
Jeanette Galliardt
Night Board Secretary



Town of Medway
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Public Hearing -- February 13, 2013
Sanford Hall
155 Village Street
7:00 PM

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

Absent: Christine Devine, Barry Schroeder.

Also Present: Melanie Phillips, Finance Director; Town Administrator Suzanne Kennedy. Selectman Andy Espinosa, Selectman John Foresto, Selectman Richard D'Innocenzo, Selectman Glenn Trindade, Deb Trindade, School Committee, Dan Hooper, Chairman Thayer Committee.

At 7:02 PM Chairman O'Neill convened a public hearing for the purpose of discussing the subject matter of all articles contained in the February 25, 2013 Special Town Meeting Warrant. Each Warrant article was read aloud with comments noted below:

Article 1 – Operational Reserve Transfer: Fire Department -- No public comment; no questions from the Finance Committee.

Article 2 – Operational Reserve Transfer: Finance Committee Reserve Account -- No public comment; no questions from the Finance Committee.

Article 3 – Thayer Property Renovation – Selectman John Foresto, a member of the Thayer Homestead Development Committee, distributed updated information regarding bids in conjunction with a PowerPoint presentation. Because the first round of bids produced a wide range between high and low bids, the project was not awarded, and the job was rebid on a somewhat reduced scale, this time incorporating Phase 2. The job itself was reduced (including some of the finishes, number of windows, choice of wood and heating system) for a total of \$180,000, but \$300,000 was added back for Phase 2 components. Five bids came in during the second round with the winning bid coming in at \$2,237,223.

The final total is \$2,745,470 including soft costs and contingencies. It was noted that a 9% rate (range of 8-10%) for contingencies is typical. The Community Preservation Committee voted unanimously in favor of it with an 8-0-0 vote. The Board of Selectmen votes 4-0 for it. He noted that a municipal project is subject to same rules and regulations as a private company, meaning the project must also go through a site plan review. Due to its proximity to Chicken Brook, a Notice of Intent will be filed with the Conservation Commission. A ten-month construction/renovation schedule is anticipated. There is a 30-day limit on the bid, but an extension can be requested. Discussion followed.

Responding to a question about the range in low bids, Selectman Foresto responded that potential contractors prepare their bids according to the state building process. Bids contain only a number with no details as to how their bid was prepared.

Brief discussion followed on groups of people who will look at the billing, develop policies, and manage issues. It was noted that abutting property owners were notified, and two people came to the last meeting.

Mr. Chris Lagan expressed concern that the project may cost more than anticipated, and the revenue may be light. He added that he did not agree that the funds should be borrowed as it decreases borrowing capacity.

Responding to a question from Mr. Gary Neubauer, an Olson Circle resident, Selectman Foresto explained that some of the Phase 2 components could be contracted through the Department of Public Services, and were later added back following the Planning Board's request that both phases be completed in a single project. This was the reason for adding \$300,000 back after the project was reduced by \$180,000. Originally Phase 1 was to be only the building, while Phase 2 was parking and drainage. The General Contractor was already bringing the equipment in and made it easier to coordinate work as a single project.

Mr. Neubauer expressed concern for the possibility of extra phases requiring additional money. Selectman Trindade stated that everyone is concerned about extra or ongoing costs, but it will be tracked. He noted that the Middle School Repair Project came in under budget. We hope that this shows that we are monitoring each project to keep it on schedule. The estimated costs were discussed at many meetings of the Board of Selectmen, Finance Committee and others. A lack of available newspapers can make it difficult to get information out. This was all an effort to preserve the property and have to make it publicly accessible, which meant adding some space to a small historic house while improving the drainage and parking at Choate Park as well as general improvements at that site.

At this time Chairman O'Neill asked that the discussion focus on the current Warrant Article, and not the merits of the project itself.

Discussion followed on the use of funds through the Community Preservation Act, how the funds are collected, and under what circumstances they can be used, most often for projects of a historic nature or to preserve open space. The Board of Selectman and Community Preservation Committee decided to borrow and not use all the CPA funds at once, leaving some cash available for another use. Selectman Espinosa explained that more funds will come into the CPA fund over the life of the project, which will make the payments on the loan. It was noted that CPA funds cannot be used to recover the losses that may be incurred by low revenue on the property, nor can it be used for operating costs.

Ms. Melanie Phillips, Finance Director, explained that the amount the Town gets from the state will cover the debt service on the borrowing. Because the Town collects the full allowable 3% as CPA funds, the full amount will come back to the Town. Ms. Suzanne Kennedy, Town Administrator, clarified that it is good financial management to borrow and spread the costs over a number of years.

Mr. Kevin Dickie asked what happens if it is voted down by the residents. Selectman Foresto responded that the committee is up against a timeframe because the bid will expire. The matter would likely have to go back to the Community Preservation Committee. Chairman O'Neill clarified that this article does not specify anything other than raise, appropriate or borrow the necessary funds.

Chairman O'Neill wondered if this action would hinder the Town's ability to do any other projects. Ms. Phillips stated that \$250,000 spread over 20 years is pretty easy to manage. Some debt service for other projects will be falling off in 2016. Selectman Trindade pointed out that, from a financing perspective, there have been financial consultants working with the Town to provide appropriate guidance. Ms. Phillips added that projects are combined so that the Town borrows only once a year. It was noted that the Town does not borrow more than 10% of general fund expenditures.

Mr. Kevin Dickie stated that he feels comfortable with what I've heard tonight. He complimented the Thayer Homestead Development Committee on the way they have worked on the project to bring it to the table, re-evaluating it and paring down things that could be adjusted. He expressed concern that, if the Department of Public Services is doing some of the work, does that mean other Town projects will have to wait for DPS to be freed up. Brief discussion followed.

Mr. Jim Sheehan acknowledged that having money available is important, but sometimes everything cannot be done, suggesting that cash should be used for this and avoiding borrowing all the time. The \$2.5 million is already authorized, but this \$250,000 could be paid in cash. Selectman Trindade explained the background of the Community Preservation Act and its ability to help communities make purchases of property that may quickly come up for sale.

Mr. Neubauer asked about the budget process, noting that the tax rate per \$1,000 has gone up 43% over the last five years. Chairman O'Neill stated that it is very early in the budget process, noting there will be another hearing when the budget for Fiscal Year 2014 is complete.

At 8:05 PM Ms. Meghan Bernardo moved to close the public hearing; Mr. Kevin Dickie seconded. No discussion. VOTE: 7-0-0.

It is noted that this public hearing was followed by the regular monthly meeting of the Finance Committee.

Respectfully submitted,
Jeanette Galliardt
Night Board Secretary



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FINANCE COMMITTEE

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February 13, 2013

Sanford Hall

155 Village Street

7:00 PM

(following conclusion of Public Hearing)

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

Absent: Christine Devine, Barry Schroeder.

Also Present: Melanie Phillips, Finance Director; Selectman Andy Espinosa; Selectman John Foresto; Selectman Richard D'Innocenzo; Selectman Glenn Trindade; Deb Trindade, School Committee; Dan Hooper, Chairman, Thayer Development Committee.

There being a quorum present, Chairman O'Neill called the meeting to order at 8:06 PM.

Final Special Town Meeting Preparations:

Article 3 Recommendation – Mr. Neil Kennedy suggested adding the requested \$250,000 to the amount already authorized for borrowing. Mr. Frank Rossi wondered if additional expenses might occur; Selectman John Foresto (also a member of the Thayer Development Committee) stated there is always the possibility of unforeseen contingencies, details specified in contracts yet to be developed, and so on. Mr. Dan Hooper, Thayer Development Committee, added there is always a chance for discovering something underground such as ledge that would fall under the contingency category, noting that test pits do not reveal everything.

Discussion followed on Town Meeting protocols. If the motion to authorize borrowing fails at Special Town Meeting, the bid would expire and the matter would have to go to Annual Town Meeting in May,

Mr. Neil Kennedy moved that the Finance Committee recommend approval of Article 3; Mr. Frank Rossi seconded. No discussion. VOTE: 5-2-0 – Bernardo and Lagan oppose.

Ms. Meghan Bernardo moved that the Finance Committee recommend approval of Article 1; Mr. Neil Kennedy seconded. No discussion. VOTE: 7-0-0.

Ms. Meghan Bernardo moved that the Finance Committee recommend approval of Article 2; Mr. Neil Kennedy seconded. No discussion. VOTE: 7-0-0.

Ms. Melanie Phillips, Finance Director, stated that if the money is borrowed, the state is basically funding the project, while if cash is paid, the Town is funding it. The reimbursement rate makes all the difference as it pays the debt service. Discussion followed.

General Business:

The committee reviewed draft meeting minutes from November 13, 2012 and January 30, 2013.

Mr. Frank Rossi moved to approve the minutes of November 13, 2012, as drafted; Ms. Meghan Bernardo seconded. No discussion. VOTE: 7-0-0.

Mr. Chris Lagan moved to approve the minutes of January 30, 2013, as amended; Ms. Meghan Bernardo seconded. No discussion. VOTE: 4-0-3 – Dickie, Kennedy and Sheehan abstain.

Miscellaneous Discussion/Liaison Reports:

Chairman O'Neill briefly reported on the Middle School Repair project, noting how nice the building looks. He encouraged committee members to view the CIPC presentation, noting it shows what an amazing project this repair project has been. Discussion followed.

Chairman O'Neill reported that there will be a school budget meeting on March 7. He will let committee members know the meeting location when he finds out.

Legislative Breakfast was well attended by Board of Selectmen, Finance Committee and state officials.

Town Administrator Suzanne Kennedy has extended her contract for one more year.

Mr. Frank Rossi reported that there was some conversation at the Community Preservation Committee meeting that the Wickett property might be back under discussion.

Committee members were encouraged to respond to the parks survey; Chairman O'Neill will send out the link so everyone has a copy. It takes only a few minutes to complete.

Upcoming Meetings:

The Finance Committee will meet on Monday, February 25, 2013, at 6:30 PM in Room 113-A of the Medway High School, 88 Summer Street, just prior to Special Town Meeting.

The next regular monthly meeting of the Finance Committee will be held at 7:00 PM on March 13, 2013 in Sanford Hall, 155 Village Street.

At 8:45 PM Mr. Kevin Dickie moved to adjourn; Mr. Neil Kennedy seconded. No discussion. VOTE: 7-0-0.

Respectfully submitted,
Jeanette Galliardt
Night Board Secretary



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**February 25, 2013
Medway High School – Room 113-A
88 Summer Street
6:30 PM**

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.

There being a quorum present, Chairman O'Neill called the meeting to order at 6:30 PM.

Special Town Meeting – Final Preparations:

After discussion, the motions for Special Town Meeting were assigned as follows:

Article 1 – Jim Sheehan

Article 2 – Jeff O'Neill

Article 3 – Frank Rossi

Next Meeting:

The next meeting of the Finance Committee will be held on Wednesday, March 13, 2013 at 7:00 PM in Sanford Hall, 155 Village Street.

At 6:45 PM Ms. Meghan Bernardo moved to adjourn; Mr. Kevin Dickie seconded. No discussion.

VOTE: 9-0-0. Committee members were able to attend Special Town Meeting beginning at 7:00 PM.

Respectfully submitted,
Jeanette Galliardt
Night Board Secretary



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March 13, 2013 – 7:00 PM
Sanford Hall
155 Village Street

Present: Kevin Dickie, Vice-Chair; Chris Lagan, Clerk; Members: Meghan Bernardo, Christine Devine (left at 7:25 PM), Frank Rossi, and Barry Schroeder.

Absent: Jeff O'Neill, Chairman; Neil Kennedy; Jim Sheehan.

Also Present: Capital Improvement Planning Committee: Peter Sigrist, Tom Anderson, Jim Gillingham.

There being a quorum present, Vice-Chair Dickie called the meeting to order at 7:01 PM.

CIPC Presentation:

The Committee reviewed a document entitled Town of Medway – FY2013 Certified Free Cash Usage.

The Capital Improvement Planning Committee distributed its most recent list of recommendations. Mr. Peter Sigrist stated the items beginning with fire equipment on the ATM list were new items, noting that the rest were included on previous lists.

Additionally, some things are no longer on the list, including the tanker truck for the fire department to serve those areas of town without hydrants. It was removed from the free cash list and put into a bond warrant article. Six items from Water and Sewer Department, relative to water main projects, will be funded out of enterprise funds. As the financing is still unclear, it is not known if the warrant article has to include completion of the projects or only the design phase. \$2.2 million is the estimated total for three projects. It was noted that the funding for the Highland Street water main project is for only the construction as the design phase has already been completed. It is unknown at this time which projects are going to move forward.

Discussion followed on bidding process, necessity for tanker truck, updates to station house behind Town Hall, relocation of fire equipment, and staggered equipment replacement Town-wide. Regarding equipment replacement, Ms. Christine Devine suggested a 3- or 5-year plan for each department would

be very helpful for budget forecasting. For the Fire Department, CIPC would like to see a staggered schedule of equipment replacement for hoses, valves and other degradable pieces of equipment.

Regarding Information Technology, it was noted that there is a certain percentage of equipment that goes "obsolete" every year, mostly desktop units, but it is hard to anticipate. Often it is software upgrades that figure prominently. Vice-Chair Dickie asked for a breakdown of equipment provided to the Town and to the schools. Mr. Sigrist estimated that four-fifths of the computer equipment purchased last year went to the schools.

Mr. Chris Lagan asked about the \$700,000 for road/bridge/sidewalks. Mr. Sigrist noted that a lot of sidewalks have been worked on this year. The original listing did not include bridge work, but anticipated work on the bridge to Franklin has since been added.

Discussion followed on other items such as wing mower, trauma plates (bullet-proof vests), school exterior doors, centralized operations center, and Cassidy Field Bathroom Facilities. The Cassidy Field project is estimated at \$15,000 to design and \$30,000 to install the sewer line; the work on the bathroom building itself will be done by the Medway Baseball. The last three items -- school van, security and parking lot -- were originally going to be funded out of the school budget, but the Board of Selectmen opted to reduce their budget and process these requests through the CIPC process.

The following question was posted: Is the arbor beautification project a capital issue or a Finance Committee matter? Mr. Chris Lagan responded that it would be a capital item as the Finance Committee Reserve Fund is earmarked for emergencies or unanticipated expenses. Brief discussion followed.

Mr. Lagan asked the CIPC if it was comfortable with the list as it stands today. Do they think it is the best use of the Town's free cash? Mr. Peter Sigrist responded yes. Mr. Jim Gillingham stated they met with a lot of departments and tried to work with the items deemed priority by each department. Brief discussion followed. The CIPC recommendations will be finalized at its meeting on Thursday, March 14.

Committee members complimented the CIPC on their hard work and diligence.

Clerk's Report:

The Committee reviewed a Budget Report, prepared by Mr. Chris Lagan, Clerk.

Mr. Lagan reported that the Finance Committee is in good standing, noting that the \$40,000 transferred out for the Fire Department was replaced by Special Town Meeting action.

Miscellaneous Discussion/Liaison Reports:

In the absence of Chairman O'Neill, Vice-Chair Dickie reviewed a number of matters relative to Annual Town Meeting and FY14 Budget:

- It is anticipated that the school budget should be released tomorrow.
- A copy of the Annual Town Meeting Warrant has been requested from the Town Administrator.
- Board of Selectmen will be meeting with various departments relative to their FY14 budgets over the next couple of weeks.
- April 3 is the deadline for Finance Committee liaison reports for the Town Meeting Booklet:
 - a) Report of the Finance Committee – Jeff and Kevin

- b) Education subcommittee – Christine and Jeff
 - c) General government subcommittee—Frank
 - d) Public Works subcommittee – Chris
 - e) Public Safety – Barry
 - f) Health and Human Services – Neil
 - g) CIPC – Meghan
- April 3 is a joint meeting of the Board of Selectmen, Finance Committee and School Committee.
 - April 10 is the Finance Committee public hearing followed by regular monthly meeting.

Vice-Chair Dickie encouraged members to meet with their groups before April 1.

Mr. Lagan asked that all questions for the Department be emailed to him and he will put together a list for Tom Holder.

General Business:

The committee reviewed draft meeting minutes from February 13, 2013 (both Public Hearing and regular meeting) and February 25, 2013 (pre-Special Town Meeting).

Mr. Chris Lagan moved to approve the minutes of February 13, 2013 (Public Hearing), as amended; Ms. Meghan Bernardo seconded. No discussion. VOTE: 4-0-1 – Schroeder abstain.

Mr. Chris Lagan moved to approve the minutes of February 13, 2013 (Regular Meeting); as amended; Ms. Meghan Bernardo seconded. No discussion. VOTE: 4-0-1 – Schroeder abstain.

Mr. Frank Rossi moved to approve the minutes of February 25, 2013, as drafted; Mr. Chris Lagan seconded. No discussion. VOTE: 5-0-0.

Upcoming Meetings:

The Finance Committee will meet on Wednesday, March 27, 2013, in Sanford Hall to review the Annual Town Meeting Warrant and FY14 Budget, if they are available.

There will be a joint meeting of the Board of Selectmen, Finance Committee and the School Committee on Wednesday, April 3, 2013, in the Medway High School Library to review the FY14 Schools Budget.

The next regular monthly meeting of the Finance Committee will be held at 7:00 PM on April 10, 2013 in Sanford Hall, 155 Village Street.

Vice-Chair Dickie encouraged members to attend the School Committee Public Hearing tonight beginning at 7:30 PM.

At 8:11 PM Ms. Meghan Bernardo moved to adjourn; Mr. Chris Lagan seconded. No discussion. VOTE: 5-0-0.

Respectfully submitted,
Jeanette Galliardt
Night Board Secretary



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March 27, 2013 – 7:00 PM
Sanford Hall
155 Village Street

Present: Chairman Jeff O'Neill; Kevin Dickie, Vice-Chair; Chris Lagan, Clerk; Members: Meghan Bernardo, Christine Devine, Frank Rossi, Barry Schroeder (left at 8:19 PM), Jim Sheehan.

Absent: Neil Kennedy.

Also Present: Suzanne Kennedy, Town Administrator; Selectman Dennis Crowley; Selectman John Foresto (8:10 PM).

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

Discussion – Review of 2013 Special Town Meeting Warrant:

The Committee reviewed a 2013 Special Town Meeting Warrant, undated.

Article 1 – Appropriation: Snow and Ice Deficit – Ms. Kennedy reported that the Board of Selectmen opted to allow \$100,000, primarily to purchase materials for next year as they are less expensive now.

Article 2 – Appropriation: OPEB Trust Account – Ms. Kennedy theorized that, while there should be a dedicated source of funding, there is not one at this time, which may have an impact on the Town's rating. This is the unexpended balance from the Norfolk County Retirement Expense Account

Article 3 – Budget Transfer to Assessor Revaluation Article – Ms. Kennedy briefly explained that this money is used to secure consultants to assist in more advanced appraisals.

Article 4 – Prior Year Bills – No discussion.

Article 5 – Salary Reserve Appropriation: Police Contract -- Ms. Kennedy anticipates the Memorandum of Agreement to be approved in the next week or so. This amount represents the anticipated salary increases reflected in the new contract/agreement.

Article 6 – Free Cash Appropriation: Police Contract -- Also relative to police contract, for items other than salary.

Article 7 – Transfer: Solid Waste Enterprise – This amount reflects the cost of processing increased tonnage.

Discussion – Review of 2013 Annual Town Meeting Warrant:

The Committee reviewed the 2013 Annual Town Meeting Warrant, Version 11, dated 3/26/13).

Article 1 – ESCO Stabilization Reserve Transfer: FY14 Operating Budget – The impact of this article is to offset debt service.

Article 2 – Transfer from Operation Stability Reserve – These funds will support overtime to facilitate Fire Department training to get all staff trained in Advanced Life Support (ALS).

Article 3 – Appropriation: FY14 Operating Budget – This article will be discussed later.

Articles 4 through 7 -- Water Enterprise Fund, Sewer Enterprise Fund, Solid Waste Enterprise Fund, and Ambulance Enterprise Fund for FY14 – No discussion.

Article 8 – Free Cash Appropriation: Capital Items – These items were agreed upon by both the Board of Selectmen and the Capital Improvement Planning Committee. It was noted that Finance Committee would like a breakdown of Fire Department equipment purchases, Information Technology purchases and a list of unexpended account balances on previous TM articles.

Article 9 – Borrowing: Capital Item – Fire Department – Brief discussion on the merits of tanker truck, on-call staff availability, manpower necessary to fill pumper trucks (which pulls them off fighting a fire), deficit financing, certification standards, response times, long-term strategic planning, ALS vs. BLS billing, equipment sharing, non-hydrant areas of town, and the possibility of postponing this purchase until Fall Town Meeting.

Article 10 – Borrowing: Capital Item – Water Enterprise --No questions.

Article 11 – Borrowing: Capital Projects -- Water Enterprise – It was noted that the bonding is approved in two phases by the Board of Selectmen and the Department of Revenue. Brief discussion followed on the priority of streets.

Article 12 – FY14 Capital Budget: Sewer Enterprise – This article is specifically targeted at improvements relative to Chicken Brook which should increase water capacity by approximately 50,000 gallons per day by preventing leaks.

Article 13 – Special Appropriation: Library – Brief discussion on library programs, implementation of new programs, staffing, etc., noting that the funds would likely come from the general fund.

Article 14 – Appropriation: Medway 300 – These was brief discussion on scheduled events.

Article 15 – Appropriation: Parks/Recreation/Open Space Master Plan – Ms. Kennedy reported that this article would be discussed at the Board of Selectmen meeting on April 1, and will likely be removed. If removed, the funds will likely be directed toward an increase in the DPS budget.

Article 16 – Appropriation for Heating/HVAC: Unexpended Balances of Monetary Articles – These funds will help establish a zoned system for Town Hall to help regulate heating and air conditioning to reduce energy consumption and related expenses.

Article 17 – Appropriation for Fire Station Dormitory: Unexpended Balances of Monetary Articles – These funds will cover costs to establish resting quarters for firefighters.

Article 18 – Revolving Accounts: Annual Authorization – It was noted that there was a small increase in the GATRA allowance.

Article 19 – Appropriation: Community Preservation Committee – No questions.

Article 20 – Net-Metering Agreement – Ms. Kennedy briefly explained how net-metering works, noting she is in the process of gathering more information.

Article 21 – Accept Mass. General Law: C. 59, s. 5, subsection 54 – Personal Property – This will eliminate collection and postage costs.

Article 22 – Create Redevelopment Authority – It is the recommendation of the Economic Development Specialist that the best way to gain property is through eminent domain. This authority will be in charge of creating a policy for redeveloping areas. In this case, it would be the Oak Grove project. Brief discussion followed.

Article 23 – Sewer Easement – This would allow an Oakland Street resident with a failed septic system to connect to Town sewer by establishing an easement across Town Property, specifically the Senior Center at 76 Oakland Street.

Articles 24 through 31 will be reviewed at another meeting; most are zoning articles.

Preliminary Review -- FY14 Budget:

The Committee reviewed the following information: (1) Document entitled “Town of Medway – General Fund FY14 Budget Tracking”, dated 3/27/2013; and (2) Document entitled “Town of Medway – General Fund”, dated 3/27/13, reflecting changes made this week.

Ms. Christine Devine reported that the School Committee meeting is coming up. She expressed concern for a few areas within the school budget, i.e., the circuit breaker fund, school choice fund, staffing solutions, and other areas. Brief discussion followed on the overall school budget, capital improvement projects and adherence to the Board of Selectmen Budget Policy which is issued in the fall before the budget season begins.

Brief discussion followed on the following areas:

- Board of Selectmen – the increase reflects the Town’s contract with the Town Administrator.

- Human Resources – reflects costs for advertising and hiring new Town Administrator to overlap with Ms. Kennedy for 2-3 months.
- Information Technology expenses – this amount covers all software licenses.
- “Salaries” does not include benefits, which are listed in the Unclassified section.
- Board of Health – This reflects an increase of 4 hours. Ms. Kennedy classified that the Health Agent no longer has an administrative assistant, and is doing work of two people. This will also fund participation of the regional health nurse.
- Parks Department – This includes the \$30,000 appropriated at Fall Town Meeting for a limited number of activities.
- Brief discussion of stabilization accounts.
- Brief discussion on proposed work on the Sanford Street Bridge.

Miscellaneous Discussion:

The next meeting is Wednesday, April 3, with the Board of Selectmen and School Committee. It is anticipated that budget books will be ready then.

The Finance Committee hopes to meet with the Department of Public Services and other groups before making recommendations on the Town Meeting Warrant and the FY14 budget.

Chairman O’Neill reminded members that liaison reports for the Town Meeting Booklet are due April 3.

The public hearing for Annual Town Meeting is on April 10, and the regular monthly meeting will follow the hearing.

The Board of Selectmen recommendations on the warrant and other pertinent information from Monday’s Board of Selectmen meeting will be sent to Chairman O’Neill on Tuesday.

Regarding transmission of the Town Meeting Warrant, Ms. Kennedy stated she would like to notify residents via a postcard that they can access the Warrant online, and that they have to specifically request a hard copy if they prefer one. Several hundred hard copies will be made available at selected locations such as post office, senior center and Town Clerk. Distributing the Warrant this way will save the Town significant money in printing and postage costs. Discussion followed.

Mr. Frank Rossi moved that the Town Administrator send postcards to all households that the Town Meeting Warrant be transmitted electronically and hard copies must be requested; Ms. Christine Devine seconded. No further discussion. VOTE: 7-0-0.

Selectman Foresto stated the Medway 300 committee will forward proposed designs for the cover of the booklet to Chairman O’Neill.

At 9:26 PM Mr. Kevin Dickie moved to adjourn; Ms. Meghan Bernardo 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

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Finance Committee Meeting

Joint Meeting with Board of Selectmen and School Committee

April 3, 2013, 7:00 PM

Medway High School Library
88 Summer Street

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

Also Present: Members of the School Committee and Board of Selectmen.

At 7:07 PM Chairman O'Neill called the meeting to order.

As several groups were represented at tonight's meeting, everyone introduced themselves and their affiliations.

Ms. Judy Evans, Superintendent of Schools stated personnel contracts were not settled until very late in the budget, making the reconfigured budget later than usual in the budget process. She distributed a number of handouts featuring various aspects of the school budget.

Mr. David Verdolino distributed copies of budget information and reviewed the sheet step by step, moving from the FY2013 School Operating Budget to how the schools moved through the present school year. It was noted that the Board of Selectmen Budget Policy issued in December, then revised in January. When the policy was revised, raising the allocation, the schools prioritized their capital requests instead of finding ways to just spend the extra money. An additional \$124,332 went to capital items.

Mr. Verdolino continued, stating they would have presented that budget, but then the school committee was asked to increase use of circuit breaker funding and use of the reserve. He noted that this budget reflects a 1% increase from FY13. \$24,143,552 is the anticipated Annual Town Meeting appropriation. \$25,563,813 would include funds from all funding sources.

Ms. Evans pointed out that the reverse side of the handout features a summary of a three-year plan of capital improvement. Some items were crossed off because they have been accomplished through various means, such as inclusion in Middle School Repair Project using funds leftover from the funding. Ms. Evans emphasized that this budget will meet the needs of both students and staff. At this time she asked those assembled if there were any questions.

Ms. Christine Devine, Finance Committee, asked if there was concern about using components of the circuit breaker and school choice funds to support energy costs or other recurring expense from reserves that will ultimately disappear. Ms. Evans responded that what the schools spend is based on enrollment and associated needs. Circuit breaker and school choice funds are sources that had fluctuated a lot the past few years. Circuit breaker for next year is based on what was spent on special education this year. The costs can vary from approximately \$40,000 per student to over \$100,000, depending on student needs and placement. Regarding school choice, Ms. Evans added that she anticipates the committee will open 80 slots for school choice for next year. This is possible due to decreasing class sizes at present.

Selectman Trindade asked how the school choice money comes in. Ms. Evans responded that it is received on a quarterly basis. Mr. Verdolino added that the first installment is at the end of December, with subsequent installments in March and June. Ms. Evans pointed out that transportation costs for students is approximately half a million dollars with no reimbursement. Discussion followed.

Selectman Espinosa asked if \$24,143,552 was a good starting point for next year with the assumption that additional funds will come through. It was noted that it is impossible to know for sure because some of those are unknown. Chairman Espinosa clarified that reallocated budget changes will occur in the fall at the beginning of the school year. Mr. Verdolino stated the baseline is what the schools use going forward, and this year's revenue was \$24,143,552. When the other revenue sources come through, the anticipated total may be closer to \$25,563,813.

Ms. Debora Trindade, School Committee, pointed out that the initial exploration of budgeting is student enrollment, past expenses, student needs, transportation, costs, to name a few basic factors. The Board of Selectmen's policy is not the starting point, but the schools get there after their own investigation. Another School Committee member reminded folks that the per-student costs can range from \$40,000 to \$200,000 and it is difficult to anticipate with any degree of accuracy until those individual students are identified as part of the student population. There are also transitional needs which will shift as student matriculates through a particular program or placement. Ms. Trindade added that, if the housing market should perk up, a lot of "empty nesters" with 3-bedroom homes will put their homes up for sale, and families will move into the district.

Selectman Crowley described the historical process of looking at a previous year's budget, considering steps and lanes for staff, and evaluating actual expenses for things like energy that are not based on student enrollment. The original budget was \$24,601,145 before the Board of Selectmen revised its policy. He theorized that salary increases could represent another \$500,000 due to changes in steps and lanes in addition to increased energy costs.

Chairman Jeff O'Neill noted that the Town side is increasing in staff this year, while the school has remained fairly consistent. Chairman Espinosa stated it is important to understand the way the pie is cut today may not be the way it will be cut in the coming years. It is conceivable that either the schools or the Town may have to give up something in favor of the other, if budgetary compromises cannot be

achieved. Recurring expenses can be problematic if significant changes are not tracked throughout the year. Selectman Crowley theorized that circuit breaker funds are basically replaced from year to year while other sources of revenue may fluctuate more.

Discussion followed on continuing changes in technology, increased security needs, and instructional programs. Ms. Evans stated that, given the available resources, the teachers have done a fantastic job. Currently the schools are tapping into school choice money to develop some initiatives. Reasonable class sizes have been instrumental in increased academic performance, and sometimes those results are not necessarily known until years later. They start with basic needs pitted against available revenues and develop a plan. We think our programs have been adequately funded, while other area communities have schools with larger class sizes. Ms. Deb Trindade stated that a list of those initiatives could be found on page 2 of the handout entitled Proposed Budget for FY2014.

Ms. Devine noted that special education expenses seem to increase at a much more accelerated rate than other expenses. Ms. Evans clarified that a few of the students' costs have increased due to the nature of their disability. Once a student is placed, the parent has the right to keep the student there regardless of costs. Transportation is increasing because of fuel costs and salaries for drivers. Home-based services have been reduced by about half. There is support for an educational model where more inclusion is being encouraged rather than pulling students out for services. By instituting small groups of students with similar needs, those students are able to mainstream more efficiently, thereby preventing out-of-district placements.

Regarding student placements, the law states that parents have the final say on where the student is placed. There are various kinds of placements, long-term or a 45-day diagnostic placement. School phobia is one of the fastest growing areas and schools are having a hard time keeping up. Ms. Evans emphasized there is support from teachers, psychologists and paraprofessionals. Should this particular program continue to grow, it will have to be built more solidly into the budget.

Mr. Kevin Dickie, Finance Committee, noted that he is very interested in technology and keeping it up-to-date. Ms. Evans briefly reviewed the concept of a shared technology director that was proposed by the Town, and Mr. Boucher has added a level of energy and enthusiasm into the schools with the advent of updated equipment which enhances use of educational software and media. The schools would like to add another K-12 technology assistant who would not be a fix-it person but someone who understands the technology and associated educational software programs. This individual would be shared by the Town departments, though the school department would fund them. Ms. Evans added that they are also looking at various kinds of tablets or notebook computers, whether to allow students to bring their own devices, and other approaches to equipment. It is difficult to know how technology will evolve over time, and how that will impact student needs. She noted that sometimes they have to make a decision to fund equipment purchases outside of the capital programs because the need is urgent. Discussion followed.

Selectman Espinosa suggested that budgets should have a line item for recurring or staggered replacement of these kinds of items in order to fiscally accommodate for the purchases. It was noted that these kinds of purchases were often sacrificed in favor of basic educational supplies when the economy turned downward.

Statement of Interest:

Dr. Evans stated that MSBA has funded the Middle School Repair Project, and periodically MSBA gives notice that there will be a small window of opportunity where other school projects can be submitted.

School districts are invited to tell the MSBA about any deficiencies in any other school in the district. For example, McGovern Brook needs windows, plumbing improvements, and other issues. The current window of opportunity for applications closes on April 10. MSBA looks at all the submissions and determines who has the greatest need. A site visit is scheduled and they assess current conditions. Then they consider how much money they have to allocate. The intent now is to submit the McGovern school as a very old school with some basic needs. She noted that the windows have been on the CIPC wish list for a number of years.

Ms. Evans respectfully asked that the Board of Selectmen and School Committee both vote to support the submission of this application. Doing so places no one under obligation but is a placeholder for potential future projects. Discussion followed.

Selectman Crowley expressed disappointment that there had been no advance notice of this item until it was included in the Board of Selectmen meeting packet for April 1. There was no indication of how it would be funded, i.e., override or other funding option. Dr. Evans responded that the application specifically states that the applicant is not to get estimates or any quotes, but rather to list the things that need attention or replacement. Dollar amounts are not to be considered for purposes of the application. MSBA will decide which of the things on the list will be funded at the standard reimbursement rate.

Selectman Foresto admitted it is difficult to refuse a potential 50% project, and the other 50% has to be raise or appropriated. He cautioned that, at Town Meeting, residents may pick and choose between projects and something like this could be defeated in favor of something else.

Selectman Trindade moved that the Board of Selectmen support the application as presented this evening; Selectman D’Innocenzo seconded. No discussion. VOTE: 5-0-0.

Brief discussion followed on how the Burke School is presently being utilized.

Selectman Crowley reported that the Middle School Repair Project is six months ahead of schedule and under budget. He estimated that there could be \$50,000 left in the budget. The Building Committee is gathering prices with the idea of possibly paving all three parking lots with the leftover funds.

At 8:40 PM Mr. Kevin Dickie moved to adjourn; Ms. Meghan Bernardo seconded. No discussion. VOTE: 5-0-0.

Respectfully submitted,
Jeanette Galliardt
Night Board Secretary



Town of Medway
FINANCE COMMITTEE

155 Village Street
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Tel: (508) 533-3200

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April 10, 2013 – 7:00 PM

Sanford Hall

155 Village Street

Public Hearing and Regular Meeting

Present: Chairman Jeff O'Neill; Chris Lagan, Clerk; Members: Meghan Bernardo, Christine Devine (arrived 7:42 PM), Neil Kennedy, Frank Rossi, Barry Schroeder, and Jim Sheehan.

Absent: Kevin Dickie, Vice-Chair.

Also Present: Suzanne Kennedy, Town Administrator; Susy Affleck-Childs, Planning and Economic Development Coordinator; Jeffery Lynch, Fire Chief; Allen Tingley, Police Chief; Rich Boucher, Director, Information Technology Services; Selectman Dennis Crowley; Tom Holder, Director, Department of Public Services; Melanie Phillips, Finance Director; Deb Trindade, School Committee; David D'Amico, Deputy Director, Department of Public Services.

At 7:00 PM Chairman O'Neill convened a public hearing for the purpose of hearing public input relative to either the Special Town Meeting Warrant or Annual Town Meeting Warrant for May 13, 2013. Copies of the each warrant were available. It was noted that both warrants were also posted on the Town's website.

At this time, Chairman O'Neill asked if there was any input from the public on any of the articles in either the Special Town Meeting Warrant or the Annual Town Meeting Warrant. There was none.

At 7:05 PM Mr. Neil Kennedy moved to close the public hearing; Mr. Barry Schroeder seconded. No discussion. VOTE: 7-0-0.

At 7:06 PM, Chairman O'Neill called the regular monthly meeting of the Finance Committee to order.

Final Discussions – 2013 Annual Town Meeting Warrant and Proposed FY14 Budget:

At this time, discussion followed with the Town Administrator, Fire Chief, Planning and Economic Development Coordinator and Director of Public Services relative to 2013 Annual Town Meeting Warrant and Proposed FY14 Budget and any questions from the Finance Committee.

Zoning Articles – Ms. Susy Affleck-Childs, Planning and Economic Development Coordinator:

Article 25 – Street acceptance in the Meadows subdivision, and Article 26 – Street acceptance for Claybrook II subdivision. She explained that this is an effort to focus on a couple of projects every year. The public hearing on this matter was held with the Board of Selectmen on April 1. She is now ready to recommend them for acceptance.

Article 27 – Zoning Map Revision: ARII to Commercial V – Using a PowerPoint slide, Ms. Affleck-Childs pointed out how the change would impact the existing zoning districts. She clarified that the tax rates for the newly-zoned properties will not change, but this change creates some opportunity for those properties to be developed as commercial entities in some way.

Article 28 – Zoning Map Revision: Commercial IV – This article cleans up the boundaries of zoning districts to coincide with parcel boundaries. [It is noted that the Board of Selectmen voted TBD pending outcome of hearing next week]

Article 29 – Amend Zoning Bylaw: Parking Regulations – Section V. Use Regulations, Sub-Sections B & H – This consolidated section of the bylaw will clarify ambiguities, including a table that provides at-a-glance information. A major change this puts forth is to change the way the standard is determined, i.e., gross vs. net square footage, and proposes using a net square footage calculation. It is hoped that this change will provide some incentive to increase development in existing business districts. A Special Permit process would allow shared parking between adjacent properties whose business hours are not the same.

Article 30 – Amend Sign Bylaw – This is a minor tweak to the existing bylaw, allowing a tenant in an end unit of a multi-unit building to have two signs to be visible from different directions.

Article 31 – Amend Zoning Bylaw: Medical Marijuana Treatment Centers – Section V. Use Regulations, add Sub-Section BB – To allow until June 2014 for communities to thoughtfully develop zoning initiatives for potential treatment centers in individual communities. Ms. Affleck-Childs briefly explained that they are not only dispensaries, but are in fact “seed to sale” enterprises. Does not feel that Medway will be getting many applications, but needs to be ready in case it does.

Department of Public Services – Tom Holder, Director; and David D’Amico, Deputy Director:

Article 33 – Capital Improvement Stability Fund Transfer: Field Tractor – Mr. Holder clarified that this tractor will be used for the new field maintenance duties, allowing the DPS to do the work in-house rather than outsourcing. Discussion followed. Selectman Crowley stated athletic groups expressed interest in having athletic fields lighted and emphasized that more fields, lighted or not, will become necessary over time.

Article 34 – Capital Improvement Stability Fund Transfer: Aerator – Mr. Holder stated this equipment, also relative to the new field maintenance duties, is designed to be pulled behind the tractor.

Article 35 – Capital Improvement Stability Fund Transfer: Cassidy Field Sewer Line – Mr. Holder explained the need for bathrooms at the field, noting the work on the bathrooms themselves will be

donated by athletic group. This article is coupled with Article 8 which provides for design services. This project is in early stages as the proposed location of the bathroom facility has not yet been determined.

Request for Transfer from the Reserve Fund – Snow and Ice, \$5,000.00 – Mr. Holder confirmed that the Snow and Ice expenses exceeded budgeted amount for this year. There were a number of icing events, and also had to hire a vendor to do some repairs. Chairman O'Neill asked how much was spent on procuring materials for next year. Mr. Holder responded that remaining budget funds reflected a combination of overtime salaries for overnight sanding and salting, equipment repair, and materials. Ms. Kennedy confirmed that the FY14 appropriation will be at \$425,000 and will not increase based on any additional funds secured for FY13.

Article 6 – Appropriation: FY14 Solid Waste Enterprise Fund -- Mr. Holder confirmed that there was increased tonnage in both solid waste and recycled materials, noting there was a downturn in the economy for selling the collected cardboard and paper. FY14 budget anticipates the current economic status. He suggested that the Town may use the recycling facility in Blackstone which reflects a slightly better price.

Article 11 – Borrowing: Capital Projects – Water Enterprise --- Mr. Holder stated the location of these pipe systems will improve water delivery to these areas of town. Presently there is no water pipe on Adams Street and this will create a loop system to provide water to the high school. There is a 20-year loan available at 2% interest, but in order to receive the loan, the Town has to appropriate the full amount at Town Meeting. He does not anticipate spending the money in a single year, but over three years or more, and the debt service costs will be spread out as well. Mr. Holder clarified that this amount includes design as well as construction.

Article 12 – Capital Item: Sewer Enterprise Retained Earnings -- This is the evaluation phase that will be performed next year. This \$75,000 will be used to install robotic cameras to evaluate leaks and other necessary repairs. When the Chicken Brook interceptor was originally evaluated, it was discovered that 50,000 gallons per day was going astray. It is possible that increased development will be impacting water capacity, and unless the leaks are repaired, new water connections may be denied.

Article 14 – Appropriation: Field Maintenance – Mr. Holder stated this money is for field reconstruction costs at the middle school. Various warrant articles address specific things as a first step in these duties. Some of it will be outsourced; some will be done with DPS staff. Mr. D'Amico added that \$25,000 would cover basic turf management services by a firm who specializes in this while DPS trains staff.

Article 23 – Sewer Easement – At no cost to the Town, this would allow the property owner at 76 Oakland Street to run a sewer connection across Town Senior Center property to connect to the Town sewer system.

Brief discussion followed on additional DPS staff, basically someone who would concentrate on right-of-way maintenance to keep the Town looking more presentable. It was proposed by the Board of Selectmen with the idea that recurring revenue will help to fund this person's salary. As vacation time is discouraged during the plowing season of December-March, many warm weather tasks are not fully staffed because long-time staff members take their vacations during the spring and summer.

Police Department – Allen Tingley, Police Chief:

Article 4- Prior Year Bills (Special Town Meeting) – This amount was from a local restaurant that supplies food for prisoners, and they missed the deadline for submitting the invoice.

Article 8 – Free Cash Appropriation: Capital Items – It was noted that trauma plates are bulletproof vests. With regard to the Emergency Ops Center, it will be a permanent home for the new equipment to make it fully functional during emergency situations. Presently it is a room with random wires hanging from the ceiling.

Article 32 – Appropriation: Police Training – Chief Tingley stated the state has not been funding adequate training as it has in previous years. The department has to have training in CPR and firearms at least twice a year and at night in order to maintain qualifications. In recent years, he has been able to send officers to a collaborative, but member communities are withdrawing from the collaborative. He has had to supplement some training in-house to maintain training levels. This could possibly be an annual expense, depending on how state funding goes. Regarding the budget, there are no anticipated increases in staff.

Information Technology – Richard Boucher, Director:

Mr. Boucher briefly reviewed projected costs: \$250,000 included \$60,000 to finish projectors for Middle and Memorial Schools; \$155,000 for laptop and desktop replacements for both Town and school (100 units), noting that other replacements are on a staggered 5-year cycle; and remaining funds to purchase a variety of other equipment with 3-year service agreements. Additionally, there are costs associated with VTH (Virtual Town Hall), Novatime (timeclock management system), and MUNIS.

There are no proposed increases in staff on the Town side; the schools will be adding three people. One will be a dedicated technician, another for database support, and the last is a technology specialist to train staff on how to use equipment and software. Discussion followed. Mr. Boucher noted there is not much grant funding available at the present time. He showed charts depicting lifecycle averages for equipment as well as replacement cycle.

Fire Department – Jeffery Lynch, Fire Chief:

Chief Lynch briefly reviewed his request for additional staff to provide 24/7 coverage for ambulance runs, an increase up from 8 people to 12 people and reviewed recent expense requests for additional staff and equipment. As hoses failed during recent fires, he proposes to replace all or most of the fire hoses at the stations. Some hoses need to be replaced with larger sizes to improve water delivery. Responding to a question from Ms. Device, Chief Lynch indicated he would like to add personnel again next year to beef up the ambulance coverage. Increased ambulance calls require more coverage needs, and on-call firefighters are often working full time jobs outside the fire department. Requirements for various kinds of training may deter many potential applicants. Brief discussion followed. Chief Lynch utilized a PowerPoint presentation to demonstrate the need for a tanker truck, indicating the areas of Town that are not covered by fire hydrants, types of properties in those areas, estimated costs of various kinds of engines, purposes of a vacuum pump and related matters.

Mr. Chris Lagan wondered if the Town could take a comprehensive look at the need for a tanker truck over the course of this year before making a decision as it has been without one all these years. Chief Lynch noted that approach might work for something else, but there are 700 homes and other properties that are virtually unprotected. Selectman Crowley expressed concern that the Town may not have the funding available in future years and should take advantage of the current low interest rates. It was originally in the Free Cash list, but it was taken out and placed in a bonding article that can be spread over ten years. Chief Lynch stated he does not anticipate any other large equipment needs over the next few years.

Regarding the potential for a new station, Chief Lynch stated that new engines will not fit into the station behind Town Hall, and that will continue to be an issue. He added that town-wide infrastructure needs to be analyzed. This particular station is difficult to use because it is behind an active Town building where parking for those coming to Town Hall may impede engines getting to a fire. If there is a call specific to this area, the engine at this station will be the first to respond. It was noted that this station may have originally be built to serve in a temporary capacity. He invited members to come down to the station for a tour to see what is there and what may be needed.

Mr. Chris Lagan expressed concern that spending dollars today may take away from another need in the future (Fire vs. DPS). Ms. Kennedy reported that all departments have prepared a five-year capital plan which has been submitted to CIPC. Some issues have since been identified as a higher priority than some on that plan. Chief Lynch suggested that Engine 5 could be refurbished to fit into an existing building, if necessary, but it may not be the best investment for a 30-year-old truck. He concluded by stating the department cannot function efficiently without a tanker truck.

Article 2 – Transfer from Operational Stabilization Fund – This is a one-time expense to help fund the Fire Department training program, turn-out gear and related expenses for new hires, and will not appear in future year budgets.

Article 17 – Appropriation for Fire Station Dormitory and Shed Addition -- Unexpended Balances of Monetary Articles – Chief Lynch stated this was money left over from a roofing project. Now that the ambulance service will be covered 24/7, the firefighters need a place to rest between calls. This will also cover the cost of a new hot water system for showering, plus the addition of a storage shed at Station 1. The dormitory will be designed to accommodate both male and female staff.

Brief discussion followed on the expansion of the ambulance service, additional training to elevate EMT's to ALS standard (Advanced Life Support), additional salaries, increased revenue, improved service to the community.

2013 Special Town Meeting and Annual Town Meeting – Final Preparations including Finance Committee recommendations

Article 1 – Appropriation: Snow and Ice Deficit – **Mr. Chris Lagan moved to approve Article 1; Ms. Meghan Bernardo seconded. No discussion. VOTE: 8-0-0.**

Article 2 – Appropriation: OPEB Trust Account – **Ms. Meghan Bernardo moved to approve Article 2; Mr. Jim Sheehan seconded. No discussion. VOTE: 8-0-0.**

Article 3 – Budget Transfer to Assessor Revaluation Article – **Mr. Barry Schroeder moved to approve Article 3; Ms. Meghan Bernardo seconded. No discussion. VOTE: 8-0-0.**

Article 4 – Prior Year Bills – **Ms. Meghan Bernardo moved to approve Article 4; Mr. Barry Schroeder seconded. No discussion VOTE: 8-0-0.**

Article 5 – Salary Reserve Appropriation: Police Contract -- **Ms. Meghan Bernardo moved to approve Article 5; Mr. Barry Schroeder seconded. No discussion VOTE: 8-0-0.**

Article 6 – Free Cash Appropriation: Police Contract – Ms. Meghan Bernardo moved to approve Article 6; Mr. Barry Schroeder seconded. No discussion VOTE: 8-0-0.

Article 7 – Transfer: Solid Waste Enterprise – Ms. Meghan Bernardo moved to approve Article 7; Mr. Barry Schroeder seconded. No discussion VOTE: 8-0-0.

Discussion – Review of 2013 Annual Town Meeting Warrant:

The Committee reviewed the 2013 Annual Town Meeting Warrant, Version 11, dated 3/26/13).

Article 1 – ESCO Stabilization Reserve Transfer: FY14 Operating Budget – Ms. Meghan Bernardo moved to approve Article 1; Mr. Neil Kennedy seconded. No discussion. VOTE: 8-0-0.

Article 2 – Transfer from Operation Stability Reserve – Mr. Jim Sheehan moved to approve Article 2; Ms. Meghan Bernardo seconded. No discussion. VOTE: 8-0-0.

Article 3 – Appropriation: FY14 Operating Budget – Ms. Meghan Bernardo moved to approve Article 3; Ms. Christine Devine seconded. No discussion. VOTE: 8-0-0.

Article 4 – Appropriation: FY14 Water Enterprise Fund – Ms. Meghan Bernardo moved to approve Article 4; Ms. Christine Devine seconded. No discussion. VOTE: 8-0-0.

Article 5 – Appropriation: FY14 Sewer Enterprise Fund – Mr. Chris Lagan moved to approve Article 5; Ms. Meghan Bernardo seconded. No discussion. VOTE: 8-0-0.

Article 6 – Appropriation: FY14 Solid Waste Enterprise Fund – Ms. Meghan Bernardo moved to approve Article 6; Ms. Christine Devine seconded. No discussion. VOTE: 8-0-0.

Article 7 – Appropriation: FY14 Ambulance Enterprise Fund – Mr. Chris Lagan moved to approve Article 7; Ms. Meghan Bernardo seconded. No discussion. VOTE: 8-0-0.

Article 8 – Free Cash Appropriation: Capital Items – Ms. Meghan Bernardo moved to approve Article 8; Ms. Christine Devine seconded. No discussion. VOTE: 8-0-0.

Article 9 – Borrowing: Capital Item – Fire Department – Ms. Meghan Bernardo moved to approve Article 9; Mr. Neil Kennedy seconded. No discussion. VOTE: 8-0-0.

Article 10 – Borrowing: Capital Item – Water Enterprise -- Ms. Meghan Bernardo moved to approve Article 10; Mr. Neil Kennedy seconded. No discussion. VOTE: 8-0-0.

Article 11 – Borrowing: Capital Projects -- Water Enterprise – Ms. Meghan Bernardo moved to approve Article 11; Ms. Christine Devine seconded. No discussion. VOTE: 8-0-0.

Article 12 – FY14 Capital Budget: Sewer Enterprise – Ms. Meghan Bernardo moved to approve Article 12; Ms. Christine Devine seconded. No discussion. VOTE: 8-0-0

Article 13 – Special Appropriation: Library – Mr. Jim Sheehan moved to approve Article 13; Ms. Christine Devine seconded. No discussion. VOTE: 8-0-0.

Article 14 – Appropriation: Medway 300 – **Ms. Meghan Bernardo moved to approve Article 14; Ms. Christine Devine seconded. No discussion. VOTE: 8-0-0.**

Article 15 – Appropriation: Parks/Recreation/Open Space Master Plan – **Mr. Chris Lagan moved to approve Article 15; Ms. Meghan Bernardo seconded. No discussion. VOTE: 8-0-0.**

Article 16 – Appropriation for Heating/HVAC: Unexpended Balances of Monetary Articles – **Mr. Jim Sheehan moved to approve Article 16; Ms. Meghan Bernardo seconded. No discussion. VOTE: 8-0-0.**

Article 17 – Appropriation for Fire Station Dormitory: Unexpended Balances of Monetary Articles – **Ms. Meghan Bernardo moved to approve Article 17; Ms. Christine Devine seconded. No discussion. VOTE: 8-0-0.**

Article 18 – Revolving Accounts: Annual Authorization – **Ms. Meghan Bernardo moved to approve Article 18; Ms. Christine Devine seconded. No discussion. VOTE: 8-0-0.**

Article 19 – Appropriation: Community Preservation Committee – **Mr. Barry Schroeder moved that the Finance Committee designate Article 19 as TBD (To Be Determined); Mr. Frank Rossi seconded. No discussion. VOTE: 8-0-0.**

Article 20 – Net-Metering Agreement – **Ms. Meghan Bernardo moved to approve Article 20; Mr. Jim Sheehan seconded. No discussion. VOTE: 8-0-0.**

Article 21 – Accept Mass. General Law: C. 59, s. 5, subsection 54 – Personal Property – **Ms. Meghan Bernardo moved to approve Article 21; Ms. Christine Devine seconded. No discussion. VOTE: 8-0-0.**

Article 22 – Create Redevelopment Authority – Ms. Kennedy reported that the Board of Selectmen voted to approve this to allow the article to move forward. There is no dollar amount associated with this. There are associated costs which can be further identified at future Town Meetings. It was noted that the Finance Committee has questions other than financial. A presentation will be made to the Finance Committee on April 24. **Mr. Neil Kennedy moved to designate Article 22 as TBD (To Be Determined); Mr. Jim Sheehan seconded. No discussion. VOTE: 8-0-0.**

Article 23 – Sewer Easement – **Ms. Meghan Bernardo moved to approve Article 23; Mr. Barry Schroeder seconded. No discussion. VOTE: 8-0-0.**

Article 24 – Amend Dog Bylaw – It was noted that the main changes in the bylaw reflect state statute with respect to fees. All the provisions of the article are set by the state, and the Town is required to adopt a bylaw, in this case, updating its fees and fines. **Ms. Christine Devine moved to approve Article 24; Ms. Meghan Bernardo seconded. No discussion. VOTE: 7-1-0 – Lagan oppose.**

Article 25 – Street Acceptance, Land Donation and Infrastructure Acceptance – the Meadows Subdivision – **Ms. Meghan Bernardo moved to designate Article 25 as TBD (To Be Determined); Mr. Barry Schroeder seconded. No discussion. VOTE: 8-0-0.**

Article 26 – Street Acceptance/Infrastructure Acceptance – Claybrook II Subdivision – **Ms. Meghan Bernardo moved to approve Article 26; Ms. Christine Devine seconded. No discussion. VOTE: 8-0-0.**

Article 27 – Zoning Map Revision – ARII to Commercial V – **Ms. Meghan Bernardo moved to approve Article 27; Mr. Jim Sheehan seconded. No discussion. VOTE: 7-1-0 – O’Neill oppose.**

Article 28 – Zoning Map Revision: Commercial IV – It was noted that the Board of Selectmen did not vote on this article yet as it was waiting on the results of the public hearing. **Mr. Chris Lagan moved to designate Article 28 as TBD (To Be Determined); Ms. Meghan Bernardo seconded. No discussion. VOTE: 8-0-0.**

Article 29 – Amend Zoning Bylaw: Parking Regulations – SECTION V. Use Regulations, Sub-Sections B & H – **Ms. Meghan Bernardo moved to approve Article 29; Mr. Barry Schroeder seconded. No discussion. VOTE: 7-1-0 – Lagan oppose.**

Article 30 – Amend Sign Bylaw – **Ms. Meghan Bernardo moved to approve Article 30; Mr. Barry Schroeder seconded. No discussion. VOTE: 8-0-0.**

Article 31 – Amend Zoning Bylaw – Medical Marijuana Treatment Centers – Section V. Use Regulations, Add Sub-Section BB – **Mr. Chris Lagan moved to approve Article 31; Ms. Christine Devine seconded. No discussion. VOTE: 8-0-0.**

Article 32 – Appropriation: Police Training – **Ms. Meghan Bernardo moved to approve Article 32; Mr. Barry Schroeder seconded. No discussion. VOTE: 8-0-0.**

Article 33 – Capital Improvement Stability Fund Transfer: Field Tractor – **Ms. Meghan Bernardo moved to approve Article 33; Mr. Chris Lagan seconded. No discussion. VOTE: 8-0-0.**

Article 34 – Capital Improvement Stability Fund Transfer: Aerator – **Ms. Meghan Bernardo moved to approve Article 34; Ms. Christine Devine seconded. No discussion. VOTE: 8-0-0.**

Article 35 – Capital Improvement Stability Fund Transfer: Cassidy Field Sewer Line -- **Ms. Meghan Bernardo moved to approve Article 35; Ms. Christine Devine seconded. No discussion. VOTE: 8-0-0.**

Reports:

Due to the lateness of the hours, liaison reports as well as reports from the Chairman and Clerk were postponed.

Other Business:

The Committee reviewed draft minutes from March 13, 2013 and March 27, 2013.

Mr. Frank Rossi moved to approve the minutes from March 13, 2013, as drafted; Ms. Meghan Bernardo seconded. No discussion. VOTE: 5-0-3 – O’Neill, Kennedy and Sheehan, abstain.

Ms. Meghan Bernardo moved to approve the minutes from March 27, 2013, as amended; Ms. Chris Lagan seconded. No further discussion. VOTE: 7-0-1 – Kennedy, abstain.

Upcoming Meetings:

April 24 – Presentation on Proposed Redevelopment Authority, 7 PM, Sanford Hall

May 8 – Regular Monthly Meeting, 7 PM, Sanford Hall

May 13 – Pre-Town Meeting, 6:15 PM, Medway High School

**At 10:07 PM Mr. Jim Sheehan moved to adjourn; Ms. Meghan Bernardo 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

May 1, 2013 – 7:00 PM
Medway High School Library
88 Summer Street

Present: Chairman Jeff O'Neill; Kevin Dickie, Vice-Chair; Members: Meghan Bernardo (left at 8:45 PM), Christine Devine, Neil Kennedy, and Frank Rossi.

Absent: Chris Lagan, Clerk; Barry Schroeder, and Jim Sheehan.

Also Present: Claire O'Neill, Economic Development Specialist; Suzanne Kennedy, Town Administrator; Board of Selectmen: Richard D'Innocenzo, Andrew Espinosa (8:10 PM) John Foresto (left at 8:05 PM), Glenn Trindade.

There being a quorum present, Chairman O'Neill called the meeting to order at 7:10 PM.

Presentation/Discussion – Proposed Redevelopment Authority:

The Committee reviewed a document entitled "Town of Medway, Medway Finance Committee, Oak Grove", dated May 1, 2013 (distributed at the meeting).

Present: Claire O'Neill, Economic Development Specialist; Ken Bancewicz, Economic Development Committee; Robert Hubbard, former Executive Director of Gardner Redevelopment Authority.

The Finance Committee members introduced themselves to Ms. O'Neill, who briefly described her position and tonight's presentation. Mr. Ken Bancewicz, member of the Economic Development Committee, and Mr. Robert Hubbard, former Executive Director of Gardner Redevelopment Authority were also present.

Utilizing a PowerPoint presentation, Ms. O'Neill briefly reviewed the Oak Grove area, noting the existing conditions, wetlands, and other areas that are not developable. She presented some development options. Approximately one-third of the area is owned by one individual; the Town owns approximately one-third, and the remaining third by a variety of owners. Title research is being conducted and should be finished in a few weeks.

Two concept plans were presented. Option 1 might be accomplished with two thirds of the lots, the lots owned by a single individual and the Town. Option 2 would require more of the parcels to be included. Both options include commercial and industrial uses combined with an isolated residential area; this is known as a mixed-use project.

Ms. O'Neill presented a fiscal impact analysis prepared by BSC Group in June of 2012, which indicated that Option 1 would generate approximately \$475,000 in revenue while Option B would generate approximately \$667,000 in revenue. The difference in estimated costs for each option is approximately \$65,000 (higher for Option B). She briefly explained the nuances of each cost segment, noting in particular that the General Government costs include expenses of police, fire and other municipally-provided services. Responding to a question from Ms. Christine Devine, she stated that a traffic study would not be done until it has determined the kind of development that has been chosen. With close to 2,000 parking spaces in the proposed designs, traffic will be a significant consideration.

Why a Redevelopment Authority? Ms. O'Neill emphasized that a single body with specialized expertise would be better equipped to develop and supervise this kind of project. This kind of authority would be given special powers for dealing with complex real estate projects and land assembly, and could be comprised of four local appointed (elected in future years) members, and one member appointed by the Governor. Mr. Ron Hubbard provided more specific explanation of how the authority would function, noting that, though the authority would have special powers, further oversight by another agency would be necessary. Chapter 30B projects, for example, have specific requirements. It was noted that an Urban Renewal Plan would be site-specific. Discussion followed on the title research process, tax-taking, eminent domain, redevelopment other than Oak Grove, traffic impact, Gardner's Redevelopment Authority experience, and basics of an Urban Renewal Plan. With regard to Redevelopment Authority finances, those monies are kept separately from Town funds and the only costs featured in the FY14 budget is for Ms. O'Neill's salary.

Chairman O'Neill reminded the group that discussion of costs and specific issues is premature, and the matter before the Finance Committee tonight is to understand the general concept of a Redevelopment Authority, plus the article that will be presented and voted at Annual Town Meeting. It was noted that there are no costs associated with the article at this time, as it is written to only authorize the formation of the Authority.

The Authority would be comprised of four members first appointed for one term and then elected for future terms, and terms will be staggered. All members will be residents of Medway. Mr. Hubbard cautioned that the Governor's appointment of the fifth member could take a long time. He noted that no developers were allowed on the authority, and members were mostly members with good business experience. Level of autonomy – how can friction between members or town officials be managed? Could it be authorized for a specific period of time and then renewed as needed? Mr. Hubbard responded that it may not be allowed or that special legislation would be required. Discussion followed.

Chairman O'Neill asked Selectman Trindade about the potential for available funding in the next couple of years. Selectman Trindade that, while it is difficult to estimate that now, a number of potential sources exist.

Discussion followed on the potential of "taking" of homes and small businesses along Route 109.

Ms. Meghan Bernardo moved that the Finance Committee approve Article 22; Ms. Christine Devine seconded. No discussion. VOTE: 6-0-0.

Special Town Meeting – New Article:

The proposed article is to transfer \$40,000 from Fiscal Year 2013 unexpended Legal balance for the purpose of funding the cost items associated with the research, evaluation and investigation of potential casino impacts on the Town.

The Board of Selectmen has approved the article, though they are fundamentally opposed to an area casino. Brief discussion followed on casinos in general. Selectman Espinosa explained that a lot of research and studies must be done within the surrounding communities to assess the impact of a casino in the region. The \$40,000 is essentially seed money to hire consultants on how to protect the community from the establishment of an area casino. Mr. Kevin Dickie provided some information on a grass roots group known as Casino-Free Milford.

Ms. Kennedy explained that the funds in the Legal line item were unexpended and unused, and the transfer makes the money available.

Ms. Meghan Bernardo moved that the Finance Committee approve Article 8 (Special Town Meeting); Mr. Kevin Dickie seconded. No discussion. VOTE: 6-0-0.

Annual Town Meeting – Resolving TBD Designations:

The Committee discussed the following articles that still carry a TBD designation.

Article 19 – Appropriation: Community Preservation Committee – This article will remain TBD as the final dollar amount will not be known until the night of Town Meeting.

Article 22 – Create Redevelopment Authority – This article was approved this evening.

Article 25 – Street Acceptance, Land Donation and Infrastructure Acceptance – The Meadows Subdivision – It was noted that the piece of land being donated is contained within the three-acre parcel and is not something the Town will have to maintain.

Ms. Christine Devine moved that the Finance Committee approve Article 25; Mr. Frank Rossi seconded. No discussion. VOTE: 5-0-0 [Note: Ms. Meghan Bernardo had left the meeting before this vote]

Article 28 – Zoning Map Revision: Commercial IV – The Committee is waiting until the Planning and Economic Development Board holds the public hearing on this matter before removing the TBD designation.

Miscellaneous Town Meeting Discussion:

Town Administrator Suzanne Kennedy reported that the motions for Special Town Meeting and Annual Town Meeting have been written and will be updated to reflect tonight's action.

Postcards announcing the availability of hard copies of the Annual Town Meeting Warrant are being delivered to the Medway Post Office tomorrow. They will be delivered to approximately 1200-1400 homes. It was noted that 125 newspaper editions have been ordered for those residents who request a hard copy of the Warrant.

Reports:

The Chairman's report, Clerk's report and Liaison reports will be considered at another meeting.

Upcoming Meetings:

The next regular meeting of the Finance Committee is scheduled for Wednesday, May 8, 2013. It is unclear whether this meeting will be necessary. Chairman O'Neill will advise the Committee as needed.

The Finance Committee will be meeting prior to Special Town Meeting and Annual Town Meeting on Monday, May 13, 2013 at Medway High School at 6:30 PM.

There being no further business to come before the Committee, the meeting was adjourned at 8:52 PM.

Respectfully submitted,
Jeanette Galliardt
Night Board Secretary



Town of Medway
FINANCE COMMITTEE

155 Village Street
Medway MA 02053

Tel: (508) 533-3200

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Meeting Minutes: May 13, 2013
Medway High School –Room 113-A
88 Summer Street
6:30 PM

Present: Chairman Jeff O'Neill; Meghan Bernardo, Christine Devine, Barry Schroeder, Jim Sheehan, Kevin Dickie, Chris Lagan, Neil Kennedy

Absent: Frank Rossi

There being a quorum present, Chairman O'Neill called the meeting to order at 6:32 PM.

Special Town Meeting – Final Preparations:

After discussion, the motions for Special Town Meeting were assigned as follows:

- Article 1 – Jeff O'Neill
- Article 2 – Kevin Dickie
- Article 3 – Chris Lagan
- Article 4 – Christine Devine
- Article 5 – Jim Sheehan
- Article 6 - Neil Kennedy
- Article 7 – Barry Schroeder
- Article 8 – Meghan Bernardo

Annual Town Meeting – Final Presentations:

The Committee considered the articles that carried a TBD designation:

Article Article 19 – Appropriation: Community Preservation Committee – This article will remain TBD as the final dollar amount will not be known until the night of the town meeting.

Vote Article 19 – Meghan Bernardo motion to approve, Christine Devine second. Vote 8-0-0

Article Article 25 – Street Acceptance, Land Donation and Infrastructure Acceptance – The Meadows– It was noted that the piece of land being donated is contained within the three-acre parcel and is not something the Town will have to maintain.

Vote Article 25 – Christine Devine motion to approve, Neil Kennedy second. Vote 8-0-0

After discussion, the motions for Annual Town Meeting were assigned as follows:

Article 1-4, Jeff O'Neill
Article 5-8, Kevin Dickie
Article 9-12, Chris Lagan
Article 13-16 – Christine Devine
Article 17-20 – Jim Sheehan
Article 21-24 – Neil Kennedy
Article 25-28 – Barry Schroeder
Article 29-32 – Meghan Bernardo
Article 33-35 – Frank Rossi

Next Meeting:

The net meeting of the Finance Committee will be held on Wednesday, June 12, 2013 at 7:00 PM in Sanford Hall, 155 Village St.

**At 6:53 PM Mr. Kevin Dickie moved to adjourn; Mr. Neil Kennedy seconded. No discussion.
VOTE: 8-0-0.**

Respectfully submitted,
Jeanette Galliardt
Night Board Secretary



Town of Medway
FINANCE COMMITTEE

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Tel: (508) 533-3200

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June 11, 2013 – 7:00 PM
Medway High School Library
88 Summer Street

Present: Chairman Jeff O'Neill; Kevin Dickie, Vice-Chair (7:05 PM); Members: Christine Devine, Neil Kennedy, Frank Rossi, Barry Schroeder and Jim Sheehan.

Absent: Chris Lagan, Clerk.

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

Announcements:

Chairman O'Neill reported that the Board of Selectmen recently reorganized as follows:

Chairman – Glenn Trindade
Vice-Chair – Dennis Crowley
Clerk – Richard D'Innocenzo

Chairman O'Neill reported that there has been some interest in serving on the Finance Committee; he hopes to be able to hold the appointment meeting in the coming weeks.

Lastly, Chairman O'Neill reminded members that Family Day in conjunction with the Medway 300 celebration would be on June 22 at Choate Park.

Emergency Transfer Request – Town Clerk:

The Committee reviewed a Request for Transfer from the Finance Committee Reserve Fund, dated May 31, 2013, from Maryjane White, Town Clerk.

It was noted that two Special Elections generated this unexpected expense as the current budget did not provide for potential special elections. Brief discussion followed on the breakdown of items including food, programming, police details, and salaries. Members expressed concern that the breakdown did not have a lot of detail, which would have been helpful in budgeting elections going forward.

Chairman O'Neill asked members to submit suggestions on revising the form so that more details could be provided with future submissions.

Mr. Neil Kennedy moved that the Finance Committee approve the Request for Transfer from the Finance Committee Reserve Fund to cover the costs of the Special Elections, as submitted by the Town Clerk; Mr. Barry Schroeder seconded. No discussion. VOTE: 7-0-0.

Minutes:

The Committee reviewed draft minutes from April 10, May 1, and May 13, 2013.

Mr. Frank Rossi moved to approve the minutes of April 10, 2013, as amended; Mr. Kevin Dickie seconded. No further discussion. VOTE: 7-0-0.

Mr. Kevin Dickie moved to approve the minutes of May 1, 2013, as amended; Mr. Jim Sheehan seconded. No further discussion. VOTE: 7-0-0.

Ms. Christine Devine moved to approve the minutes of May 13, 2013, as drafted; Mr. Jim Sheehan seconded. No discussion. VOTE: 6-0-1 Rossi abstain as he was absent from the meeting.

Miscellaneous Discussion:

Mr. Frank Rossi briefly spoke about the results of the Gale Study on recreational facilities in Medway, including suggestions about the addition of lighting to some fields, work on tennis courts and changing a few existing fields into turf fields. Concern was expressed that CPC funds cannot be used for turf fields. Brief discussion followed.

Upcoming Meetings:

The next regular meeting of the Finance Committee is scheduled for Wednesday, July 10, 2013. It is unclear whether this meeting will be necessary. It is possible there will be new members to welcome. Chairman O'Neill will advise the Committee as needed.

At 7:30 PM Mr. Neil Kennedy moved to adjourn; Mr. Kevin Dickie seconded. No discussion. VOTE: 7-0-0.

Respectfully submitted,
Jeanette Galliardt
Night Board Secretary



Town of Medway
FINANCE COMMITTEE

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July 10, 2013 – 7:00 PM
Sanford Hall
155 Village Street

Present: Chairman Jeff O'Neill; Members: Christine Devine, Frank Rossi, and Barry Schroeder.

Absent: Meghan Bernardo, Neil Kennedy.

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

Account Transfer – Town Clerk (Election Tables):

The Committee reviewed a Request for Transfer from the Finance Committee Reserve Fund from the Town Clerk's Office.

Chairman O'Neill reported that the transfer request was taken off tonight's agenda. The Town Clerk's office did not receive an invoice dated before June 30, 2013. Without that invoice, the tables could no longer be purchased with FY13 funds, making the transfer unnecessary.

Clerk's Report:

Mr. Chris Lagan, Clerk, reported an invoice from Community Newspaper Company for \$168.00, the cost of publicizing vacancies on the Finance Committee.

Mr. Lagan moved that the Finance Committee approve an invoice in the amount of \$168.00 for advertising committee vacancies; Mr. Frank Rossi seconded. No discussion. VOTE: 5-0-0.

Appointment of New Committee Members:

Chairman O'Neill briefly reported on the appointment interviews held earlier this evening. The new members will be introduced at the August meeting.

Reorganization of the Finance Committee:

There was brief discussion on whether to reorganize tonight or wait until the new members could be present. It was decided to go ahead and reorganize this evening.

Mr. Chris Lagan nominated Jeff O'Neill as Chair; Mr. Frank Rossi seconded. Mr. O'Neill accepted nomination.

With regard to the Clerk's position, Mr. Lagan described the process which consists of maintaining the spreadsheet that tracks expenses paid by the Finance Committee as well as the Finance Committee Reserve Fund. Mr. Barry Schroeder indicated he would be willing to try this, but only if it would reduce responsibility for liaison assignments. With this in mind, **Mr. Frank Rossi nominated Mr. Barry Schroeder as Clerk; Mr. Chris Lagan seconded.**

As the final nomination, **Ms. Christine Devine nominated Mr. Frank Rossi as Vice-Chair; Mr. Barry Schroeder seconded.**

The Finance Committee vote was 5-0-0 on the following slate of officers: Jeff O'Neill, Chair; Frank Rossi, Vice-Chair; and Barry Schroeder, Clerk.

Approval of Minutes:

The Committee reviewed draft minutes from June 11, 2013.

Mr. Barry Schroeder moved to approve the minutes of June 11, 2013, as amended; Mr. Frank Rossi seconded. No discussion. VOTE: 5-0-0.

Chairman's Report:

Chairman O'Neill briefly reported on Medway's wastewater treatment plant project. Discussion followed.

At 7:32 PM Mr. Chris Lagan moved to adjourn; Mr. Frank Rossi seconded. No discussion. VOTE: 5-0-0.

Respectfully submitted,
Jeanette Galliardt
Night Board Secretary



Town of Medway
FINANCE COMMITTEE

155 Village Street
Medway MA 02053

Tel: (508) 533-3200

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August 14, 2013 – 7:00 PM
Sanford Hall
155 Village Street

Present: Chairman Jeff O'Neill; Vice-Chair Frank Rossi; Clerk Barry Schroeder; Members: Christine Devine, Chris Lagan and James Sullivan (7:05).

Absent: Todd Alessandri, Meghan Hoffman, and Neil Kennedy.

There being a quorum present, Chairman O'Neill called the meeting to order at 7:01 PM.

Introduction of New Members:

Mr. Jim Sullivan briefly introduced himself and the expertise he brings to the group. The other new Finance Committee member, Mr. Todd Alessandri, was unable to attend tonight's meeting.

Liaison Assignments:

The role of Finance Committee members as liaisons to various Town committees was explained for the benefit of the new members. After discussion, the following tentative assignments were determined:

General Government (Board of Selectmen)
Public Safety: Police and Fire
Schools
Health and Human Services
Culture and Recreation: Parks, Medway
Public Library and Camp Sunshine
Department of Public Services
Planning Board
Community Preservation Committee
School Building Committee
Capital Improvements Planning Committee
Economic Development Committee

Jeff O'Neill and Frank Rossi
Barry Schroeder and Jim Sullivan
Christine Devine and Neil Kennedy?
Neil Kennedy? and _____
Chris Lagan and Todd Alessandri

Chris Lagan and _____
Meghan Bernardo? and _____
Christine Devine and Frank Rossi
Jeff O'Neill
Chris Lagan and _____
Jim Sullivan and _____

The assignments will be discussed again at the September meeting.

Miscellaneous Discussion:

Mr. Frank Rossi briefly spoke about a meeting of the Community Preservation Committee regarding the Wickett property. He indicated the Board of Selectmen were seeking an appraisal at a cost of \$6,000 and the CPC did not agree to it, but that the matter was not officially voted on at the CPC meeting

Next meeting:

Wednesday, September 11, 2013 – Regular Meeting, Sanford Hall, 7 PM.

At 7:24 PM Ms. Christine Devine moved to adjourn; Mr. Frank Rossi seconded. No discussion.

VOTE: 5-0-0.

Respectfully submitted,
Jeanette Galliardt
Night Board Secretary



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FINANCE COMMITTEE

155 Village Street
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September 11, 2013 – 7:00 PM
Sanford Hall
155 Village Street

Present: Chairman Jeff O'Neill; Frank Rossi, Vice-Chair; Barry Schroeder, Clerk; Members: Todd Alessandri; Christine Devine, Meghan Hoffman, Chris Lagan, and Neil Kennedy.

Absent: Jim Sullivan.

Also Present: Jeffery Lynch, Fire Chief; David D'Amico, Deputy Director, Department of Public Services.

There being a quorum present, Chairman O'Neill called the meeting to order at 7:00 PM.

New Member Welcome – Todd Alessandri:

Mr. Todd Alessandri stated that he and his wife moved to Medway five years ago, enjoy the community and want to give back to the town. He added that, with two small children, they are interested in being part of the community's future. Mr. Alessandri noted that this is the first time he has ever served on a Town committee and is looking forward to the experience.

Approval – Annual Dues, Association of Town Finance Committees:

The Committee reviewed an invoice for dues for 2014 Fiscal Year.

Mr. Chris Lagan moved to approve an invoice for annual dues for the association of Town Finance Committees in the amount of \$204; Ms. Meghan Hoffman seconded. No discussion. VOTE: 8-0-0.

Discussion – Liaison Assignments:

Some of the assignments were discussed at the August meeting, with vacancies. There was brief discussion on filling the vacancies with the final list of assignments as follows.

General Government (Board of Selectmen)
Public Safety: Police and Fire

Jeff O'Neill and Frank Rossi
Barry Schroeder and Jim Sullivan

Schools	Christine Devine and Todd Alessandri
Health and Human Services	Neil Kennedy
Culture and Recreation: Parks, Medway Public Library and Camp Sunshine	Chris Lagan and Todd Alessandri
Department of Public Services	Chris Lagan and Neil Kennedy
Planning Board	Meghan Hoffman
Community Preservation Committee	Christine Devine and Frank Rossi
School Building Committee	Jeff O'Neill
Capital Improvements Planning Committee	Meghan Hoffman and Chris Lagan
Economic Development Committee	Jim Sullivan

Approval of Minutes:

The Committee reviewed draft minutes from April 3, 2013 and July 10, 2013 and August 14, 2013.

Ms. Meghan Hoffman moved to approve the minutes of April 3, 2013, as drafted; Ms. Christine Devine seconded. No discussion. VOTE: 5-0-3 – Alessandri, Lagan and Rossi abstain.

Ms. Meghan Hoffman moved to approve the minutes of July 10, 2013, as drafted; Mr. Chris Lagan seconded. No discussion. VOTE: 5-0-3 – Alessandri, Hoffman and Kennedy abstain.

Ms. Meghan Hoffman moved to approve the minutes of August 14, 2013, as amended; Mr. Chris Lagan seconded. No discussion. VOTE: 5-0-3 – Alessandri, Hoffman and Kennedy abstain.

Request for Transfer – Fire Engine Repairs, \$10,000:

The Committee reviewed the following information: (1) Request for Transfer from the Finance Committee Reserve Fund, dated 9/04/2013, from Fire Chief Jeffrey Lynch; (2) Quote, dated 8/30/2013, from Bulldog Fire Apparatus for cab mounts, lettering and exhaust; and (3) Quote, dated 8/27/2013, from Bulldog Fire Apparatus for radiator repair.

Present: Jeffrey Lynch, Fire Chief; David D'Amico, Deputy Director, Department of Public Services.

Fire Chief Lynch briefly explained that the radiator in one of the engines was leaking and was taken to the garage for repair. Upon examination, other issues were discovered. He passed around photos of the repairs that are needed. He stated cracks were found in the cab mounts, and additional radiator and engine problems were found. The radiator is difficult to remove for repair, and Chief Lynch said that the leak will become worse and possibly fail while at a fire. The engine's exhaust system is also leaking, and will be worse by the winter. Chief Lynch explained that, while the truck was in for radiator work, it made sense to work on the exhaust system as well.

Mr. David D'Amico reported that he and the mechanics discussed options. Given the age of the truck (1990), it has a good history, is fairly reliable and the department should get another 4-5 years out of it.

Responding to a question from Mr. Frank Rossi, Chief Lynch stated they are going to try to find a replacement radiator or rebuild the existing one.

Chairman O'Neill expressed concern that this request is coming early in the fiscal season. Mr. D'Amico stated the engine is in the shop and not operable. We have authorized the work, and if not approved,

the department will just have to eat it. Brief discussion followed on other anticipated expenses that were built into the maintenance budget in the fire department.

Mr. Chris Lagan theorized that the request seems to meet the criteria for an expense that was not anticipated, was unbudgeted, and the work has to be done. Mr. Barry Schroeder expressed concern that if all the maintenance budget is not used by the end of the fiscal year, the remaining funds will fall to free cash and the Finance Committee has paid this up front. Chief Lynch responded that it would be nice to know more about how the overall budget looks and the possibility that the funds could be found elsewhere without requesting this transfer. Mr. D'Amico added that we have money in our respective budgets, but it is early in the year, and it is hard to say if there will be excess in the spring. Ms. Christine Devine agreed that the request meets established criteria, and cautioned that the Committee should not encourage departments to avoid making necessary purchases and asking for help if it is needed.

Ms. Christine Devine moved to approve the transfer from the Finance Committee Reserve Fund to Fire Vehicle Maintenance in the amount of \$10,000, as presented; Ms. Meghan Hoffman seconded. No further discussion. VOTE: 7-1-0 – Chairman O'Neill made it clear that he voted against it only because he would have liked to know if other funds were available.

Liaison Reports:

Mr. Frank Rossi reported briefly on the Gale Report, which is a study of all the recreational fields during which the consultants interviewed sports groups on their usage to develop a recommendation on current and projected needs. He distributed copies of several sheets of the report which is now posted on the Town website. Discussion followed on whether use of CPC funds can be used for turf fields, tennis courts, and a phasing approach over an eight-year period. Mr. Rossi suggested that Mr. Todd Alessandri attend some of the Park and Recreation meetings as this will likely be a hot topic in the months to come.

There were no other reports.

Chairman O'Neill reminded everyone of the Medway 300 Parade on September 21, noting that it will likely be a two-hour parade. He also reviewed recently Board of Selectmen activity and the contracts that were approved.

Brief discussion followed on whether the proposed casino would be on the Board of Selectmen agenda. It was noted that the matter will be going to Milford voters in November.

Next Meeting:

The next regular monthly meeting of the Finance Committee will be October 9 at 7:00 PM.

At 7:42 PM Mr. Neil Kennedy moved to adjourn; Ms. Meghan Hoffman 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

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October 9, 2013 – 7:00 PM
Sanford Hall
155 Village Street

Present: Chairman Jeff O'Neill; Frank Rossi, Vice-Chair; Barry Schroeder, Clerk; Members: Todd Alessandri; Christine Devine, Meghan Hoffman (7:16 PM), Chris Lagan, Neil Kennedy and Jim Sullivan.

Also Present: Suzanne Kennedy, Town Administrator; Melanie Phillips, Finance Director; John Foresto, Selectman; Rich Boucher, Director, Information Technology.

There being a quorum present, Chairman O'Neill called the meeting to order at 7:00 PM.

Review – Fall Town Meeting Warrant:

The Committee reviewed a draft Fall Town Meeting Warrant, updated as of October 9, 2013.

Article 16 – Repurpose Monetary Article: GPS System – Mr. Rich Boucher stated the balance is coming from a 2012 article that provided upgraded radios to police, fire and the Department of Public Services. He clarified that this particular article would provide GPS tracking for staff as well as town vehicles as they are dispersed throughout the community. Some staff members such as the Conservation Agent, Health Agent and Building Inspector perform duties alone in remote areas of town or in questionable circumstances as well as DPS vehicles and snow plows. This device, known as an OBD (On Board Data) device, plugs into a port in the car and sends a signal back to the base unit.

Utilizing an interactive program, Mr. Boucher demonstrated how an administrative login into program can show where each vehicle is on a map. Clicking on the spot will indicate the last time they "checked in" and also track that person's route and previous locations. A playback function actually runs the route that was taken to get to each check-in point and at what speed. The device tracks typical maintenance for the vehicle such as oil changes, on board alerts, etc.

Cell phones were being used to track vehicles, but it often depended on whether the phone was in a dead zone or whether the phone lost service. These devices are much more dependable. There is an

“app” that will tie a cell phone to the system so if someone is injured in the woods, for example, they can transmit their location.

Mr. Boucher reported that this device is being considered for installation in 30 municipal vehicles, noting there are different models of the device, depending on age of each vehicle. The plan is to start with a small group of vehicles to make sure the system works the way they want. AT&T is the parent company, subcontracted out to Telenav. It would be a three-year program, though the minimum contract period of 12 months. After that initial contract period, it is a month-to-month commitment.

Mr. Chris Lagan asked where the funds would come from in future years. Ms. Kennedy responded that it will be built into the annual budget. Mr. Lagan wondered why the Town needs this kind of program. Ms. Kennedy responded that female employees are going alone into construction areas or into the woods. The Building Inspector recently fell through ceiling rafters and was injured. If he had this device in his vehicle and he had been more seriously injured, the program would have revealed that his vehicle was stationary and had not moved in some time. Someone could check the program to see where he was if he had not reported in and help could be sent. Ms. Kennedy emphasized that the safety and security of those individuals is important. Aside from those individuals, there is a need to track DPS vehicles to render more efficient customer service as well as employee accountability. Discussion followed.

Selectman John Foresto suggested that it could be viewed as another level of information that management can use to assess staff performance. Discussion followed. Administrative accounts would be created for department heads as well as IT for monitoring. Alert signals can be set up if a vehicle enters an unauthorized area.

Mr. Jim Sullivan asked if there could be a report at the end of one year to see how well it performed and the benefits to the Town. It would help the residents understand the value of the system. Mr. Lagan expressed concern that if the report is not automatic, we may forget to ask for it. Because it is being considered as a recurring expense, he suggested that the matter merits closer scrutiny. Chairman O’Neill pointed out that this system will not prevent someone from being injured. Ms. Kennedy emphasized that it is a way to locate someone who has not reported back from a site visit, and their location and condition would otherwise be unknown. It was noted that, if approved, the system could be put into use within 30 days or shortly thereafter.

Article 1 – Amendment Annual Authorization: Council on Aging Revolving Account: This funding pays for the senior busses to shuttle people to train station and other transportation, and this article increases the spending limit.

Article 2 – Lease for Fire Station Solar Installation: Ms. Kennedy provided a brief summary of the solar program. Due to increased participation from the Town and community at large, the Town is at the highest level of return. The Town has executed a three-year contract with the firm. She noted that the BOS cannot enter into an initial contract for longer than a three-year period without Town Meeting action.

Article 3 – Lease for McGovern School Solar Installation: Ms. Kennedy summarized the existing solar panel installations at the schools, noting that this article is a placeholder relative to the net metering initiative. The state has changed some of the criteria regarding “credits”; Selectman Foresto stated the Town has been working on this program for nearly a year. Ms. Kennedy stated this is the first step in the McGovern School getting on board with a solar installation. Mr. Neil Kennedy suggested adding a

clause in the contract relative to the suitability of the roof and the contract going forward. Discussion followed.

Article 4 – Land Acquisition: Wickett Property: This purchase has been actively considered for the past two years, but, as yet, there is not an appraisal. There have been a variety of differing engineering plans that featured questionable boundaries on differing combinations of parcels, which has been problematic in determining whether or not the Town wanted to move forward. Selectman Foresto pointed out that this article will need a positive recommendation from the Community Preservation Committee (CPC) before it moves to Town Meeting floor. An appraisal is needed before the CPC can vote on it. He indicated that the general consensus of the Board of Selectmen is that it would be good land for walking trails, if the price was right.

Article 5 – Approval of PILOT: Broadway Renewable Strategies, LLC: Ms. Kennedy indicated this article should be removed, noting that there is no basis upon which the facility (schools) can be exempted from paying taxes. Town Counsel has researched state statutes to check the validity of the PILOT agreement (Payment In Lieu of Taxes).

Article 6 – Free Cash Appropriation: Energy Committee Activities: Ms. Kennedy summarized that the Energy Committee neglected to respond to any requests for budget preparation and therefore did not receive any monies for this fiscal year. It is likely that this article will be deleted.

Articles 7, 8 and 9 are all related to athletic fields. Article 8 is the meat of the process as a \$3.6 million program. One field will be built on the Adams Street property (Briggs), and an additional softball field built at the high school. Selectman Foresto reported that the state modified the CPA program to say that development of athletic fields could be funded by CPA funds with the exception of synthetic turf fields. Brief discussion followed.

Article 9 is related to Article 8 because CPA money cannot be used for synthetic fields so the Town must appropriate it. Concern was expressed that this was being rushed; it was noted that there is an expectation that the fields could be ready for use by next summer.

Article 10 – Free Cash Appropriation: Library Items: These funds will help extend library hours so that the meeting rooms can be used more and monitor use of computers, as well as repairs, books, and other materials. Discussion followed on whether the full \$20,000 would be carried over as part of the annual budget and how spending at the Medway Public Library compares to surrounding communities.

Article 11 – Free Cash Appropriation: Comprehensive Zoning Review: Ms. Kennedy indicated that there are too many changes to the Zoning Bylaw each year and theorized that a one-time comprehensive update might be better. The Planning Board supports this proposal. Ms. Kennedy confirmed that an independent reviewer would be sought. The last comprehensive review was over ten years ago.

Article 12 – Salary Reserve Transfer: Police Union Contract: No comments.

Article 13 – Salary Reserve Transfer: Conservation Budget: No comments.

Article 14 – Sewer Retained Earnings Transfer: Debt Service: Ms. Kennedy stated the Board of Selectmen has approved it, but has requested additional information. Ms. Melanie Phillips, Finance

Director, explained how debt service works and how this article will change where the debt service costs will come from.

Article 15: Establish Sewer Betterment Stabilization Fund: No comments.

Article 17: Transfer Capital Borrowing: Middle School Renovation: Ms. Kennedy stated that the Town Accountant wants to combine the two original articles for this project, more of a housekeeping issue. The balance of remaining funds cannot be returned to the Town until an audit is completed by the School Building Administration.

Article 18: Amend By-Law: CPA Tax Period: No comments.

Brief discussion followed on the public hearing and scheduling a regular meeting immediately afterward to make final recommendations. It was decided to hold the public hearing on Wednesday, October 23, at 7 PM. Fall Town Meeting is scheduled for November 18, 2013.

Liaison Reports:

Jim Sullivan asked for a contact for Planning and Economic Development Board as Claire O'Neill is no longer employed with the Town.

November 19 will be a joint meeting with the Board of Selectmen and School Committee to review the realigned budget. The meeting will be held in the Middle School Presentation Room.

Approval of Minutes:

The Committee reviewed draft minutes from September 11, 2013.

Mr. Frank Rossi moved to approve the minutes of September 11, 2013, as amended; Ms. Meghan Hoffman seconded. No discussion. VOTE: 9-0-0.

Chairman's Report:

Chairman O'Neill reminded everyone that Taste of Medway was soon to occur at the Thayer House.

Next Meetings:

The public hearing relative to Fall Town Meeting will be held on Wednesday, October 23, at 7 PM. The next regular monthly meeting of the Finance Committee will be November 13 at 7:00 PM.

At 8:40 PM Ms. Meghan Hoffman moved to adjourn; Mr. Todd Alessandri 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

October 23, 2013 – 7:00 PM
Sanford Hall
155 Village Street

Present: Frank Rossi, Vice-Chair; Barry Schroeder, Clerk; Members: Christine Devine (7:02 PM), Meghan Hoffman (7:04 PM), Chris Lagan, Neil Kennedy and Jim Sullivan.

Absent: Jeff O'Neill, Chairman; Todd Alessandri.

Also Present: Melanie Phillips, Finance Director; John Foresto, Selectman; Dennis Crowley, Selectman; Richard D'Innocenzo, Selectman.

There being a quorum present, Vice-Chair Rossi called the meeting to order at 7:00 PM.

At 7:01 PM Mr. Neil Kennedy moved that the Finance Committee open a public hearing for the purpose of soliciting comments from the public relative to Warrant Articles that will be voted at the 2013 Fall Town Meeting on November 18, 2013; Mr. Chris Lagan seconded. No discussion. VOTE: 5-0-0.

Utilizing a copy of the Fall Town Meeting Warrant, updated as of October 9, 2013, members of the Finance Committee read aloud each article or a portion thereof, and invited public comment as the articles were read. The following Warrant Articles were presented:

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

Article 2 – Lease for Fire Station Solar Installation:

Article 3 – Lease for McGovern School Solar Installation:

Article 4 – Land Acquisition: Wickett Property:

Article 5 – Utility Easement: Thayer Property:

Article 6 – Thayer Project: Expand Scope to Include Barn:

Article 7 – Free Cash Appropriation: Energy Committee Activities:

Article 8 – Athletic Fields: Design and Engineering:

Article 9 – Free Cash Appropriation: Library Items:

Article 10 – Free Cash Appropriation: Comprehensive Zoning Review:
Article 11 – Salary Reserve Transfer: Police Union Contract:
Article 12 – Salary Reserve Transfer: Conservation Budget:
Article 13 – Sewer Retained Earnings Transfer: Debt Service:
Article 14: Establish Sewer Betterment Stabilization Fund:
Article 15 – Repurpose Monetary Article: GPS System –
Article 16: Transfer Capital Borrowing: Middle School Renovation:
Article 17: Amend By-Law: CPA Tax Period:

There were no members of the public present; therefore, no public comment was received.

At 7:05 PM Mr. Barry Schroeder moved that the public hearing be closed; Ms. Meghan Hoffman seconded. No discussion. VOTE: 7-0-0 (Ms. Devine and Ms. Hoffman arrived after the hearing was convened)

At this time, the Finance Committee moved into its regular monthly meeting.

Review – Fall Town Meeting Warrant:

The Committee reviewed a draft Fall Town Meeting Warrant, updated as of October 9, 2013.

In order to print the Warrant with recommendations of the Finance Committee, Warrant Articles were discussed with the following recommendations as follows:

Article 1 – Amendment Annual Authorization: Council on Aging Revolving Account: **Mr. Neil Kennedy moved that the Finance Committee recommend Article 1 as presented; Ms. Meghan Hoffman seconded. No discussion. VOTE: 7-0-0.**

Article 2 – Lease for Fire Station Solar Installation: **Ms. Meghan Hoffman moved that the Finance Committee recommend Article 2 as presented; Mr. Jim Sullivan seconded. No discussion. VOTE: 7-0-0.**

Article 3 – Lease for McGovern School Solar Installation: Selectman Foresto stated that this is a placeholder article that allows the school to enter into an agreement if a solar installation could be placed there. Brief discussion followed on net metering, energy credits and related matters. **Ms. Meghan Hoffman moved that the Finance Committee recommend Article 3 as presented; Mr. Chris Lagan seconded. No discussion. VOTE: 7-0-0.**

Article 4 – Land Acquisition: Wickett Property: Selectman Foresto reported that the Board of Selectmen had not yet taken a position on this matter, noting he could not discuss it as all Board discussions occurred within Executive Session. **Ms. Christine Devine moved that the Finance Committee recommend a position of TBD (To Be Determined) on Article 4 at this time; Mr. Jim Sullivan seconded. No discussion. VOTE: 7-0-0.**

Article 5 – Utility Easement: Thayer Property: Selectman Foresto stated Verizon asked for an easement to put equipment on the Thayer property to facilitate maintenance of that equipment. It would be an underground installation. The Board of Selectmen has not yet had an opportunity to vote on this article.

Ms. Meghan Hoffman moved that the Finance Committee recommend Article 5 as presented; Mr. Chris Lagan seconded. NO discussion. VOTE: 7-0-0.

Article 6 – Thayer Project: Expand Scope to Include Barn: It was noted that this article will likely be deleted. For this reason, the Finance Committee did not vote a recommendation on this article.

Article 7 – Free Cash Appropriation: Energy Committee Activities: **Ms. Christine Devine moved that the Finance Committee recommend Article 7 as presented; Mr. Jim Sullivan seconded. No discussion. VOTE: 7-0-0.**

Article 8 – Athletic Fields: Design and Engineering: Selectman D’Innocenzo reported that the intent is to develop a plan that could be feasible and as cost effective as possible. It was clarified that CPA funds can be used to fund design and engineering services. Selectman Crowley briefly updated the committee on procedural aspects of beginning the field work. Brief discussion followed. **Ms. Christine Devine moved that the Finance Committee recommend a position of TBD (To Be Determined) on Article 8 at this time; Ms. Meghan Hoffman seconded. No discussion. VOTE: 7-0-0.**

Article 9 – Free Cash Appropriation: Library Items: Selectman Foresto reported that this article would fund additional programs including associated staffing, and have someone to monitor the use of the large meeting room in the evenings. It is unclear whether this amount will be worked into their annual budget in future years. **Ms. Meghan Hoffman moved that the Finance Committee recommend Article 9 as presented; Ms. Christine Devine seconded. No discussion. VOTE: 7-0-0.**

Article 10 – Free Cash Appropriation: Comprehensive Zoning Review: Concern was expressed as to whether \$10,000 would be sufficient. **Ms. Meghan Hoffman moved that the Finance Committee recommend Article 9 as presented; Mr. Jim Sullivan seconded. No discussion. VOTE: 7-0-0.**

Article 11 – Salary Reserve Transfer: Police Union Contract: Ms. Melanie Phillips explained that, because the contract was not negotiated before the end of the fiscal year, the money went to salary reserve, and now it has to be voted back out. **Ms. Meghan Hoffman moved that the Finance Committee recommend Article 11 as presented; Mr. Chris Lagan seconded. No discussion. VOTE: 7-0-0.**

Article 12 – Salary Reserve Transfer: Conservation Budget: **Ms. Meghan Hoffman moved that the Finance Committee recommend Article 12 as presented; Mr. Chris Lagan seconded. No discussion. VOTE: 7-0-0.**

Article 13 – Sewer Retained Earnings Transfer: Debt Service: **Ms. Meghan Hoffman moved that the Finance Committee recommend Article 13 as presented; Ms. Christine Devine seconded. No discussion. VOTE: 7-0-0.**

Article 14: Establish Sewer Betterment Stabilization Fund: Ms. Melanie Phillips explained that this article is designed to collect betterment fees in a fund from which the expenses relative to sewer improvements will be paid. **Ms. Meghan Hoffman moved that the Finance Committee recommend Article 14 as presented; Ms. Christine Devine seconded. No discussion. VOTE: 7-0-0.**

Article 15 – Repurpose Monetary Article: GPS System – Mr. Chris Lagan stated he was uncomfortable with this article. He acknowledged the Town Administrator’s concern for female employees being alone in dangerous or remote areas and suggested getting devices for those who really need it, but not for the

thirty (30) vehicles that are being considered. Mr. Jim Sullivan concurred, noting that a 12-month trial period could be funded first, then evaluate the success or benefit of the program before moving forward. The overall concern was that it would get lost in the budget process and not get enough review. Selectman Foresto noted that the Board of Selectmen performs a line item review of the annual budget. Ms. Phillips added that this program is intended for any employee who goes out to the community alone, not just females. Discussion followed. **Ms. Christine Devine moved that the Finance Committee recommend Article 15 as presented; Mr. Neil Kennedy seconded. No further discussion. VOTE: 5-2-0 (Hoffman and Lagan oppose).**

Article 16: Transfer Capital Borrowing: Middle School Renovation: **Ms. Meghan Hoffman moved that the Finance Committee recommend Article 16 as presented; Ms. Christine Devine seconded. No discussion. VOTE: 7-0-0.**

Article 17: Amend By-Law: CPA Tax Period: **Ms. Meghan Hoffman moved that the Finance Committee recommend Article 17 as presented; Ms. Christine Devine seconded. No discussion. VOTE: 7-0-0.**

Liaison Reports:

Vice-Chair Rossi stated he will be attending the meeting of the Community Preservation Committee.

Ms. Christine Devine reminded everyone of the November 19 joint meeting of the Finance Committee, Board of Selectman and the School Committee to review the realigned school budget.

Mr. Jim Sullivan reported he will be meeting with Andy Rodenhiser of the Planning and Economic Development Board next week.

Approval of Minutes:

The Committee reviewed draft minutes from October 9, 2013.

Ms. Meghan Hoffman moved that the Finance Committee approve the minutes of October 9, 2013, as amended; Ms. Christine Devine seconded. No discussion. VOTE: 7-0-0.

Next Meetings:

The November 13 meeting of the Finance Committee has been cancelled.

The Finance Committee will intend meet immediately prior to Fall Town Meeting on November 18, 2013 at 6:30 PM at Medway High School.

The joint meeting of the Finance Committee, Board of Selectmen and School Committee to review the realigned budget will be held in the Middle School Presentation Room at 7:00 PM on November 19, 2013.

At 8:04 PM Mr. Chris Lagan 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

Finance Committee Meeting
Monday, November 18, 2013 – 6:30 PM
Medway High School – Room 113-A
88 Summer Street

Present: Jeff O'Neill, Chair; Frank Rossi, Vice-Chair; Barry Schroeder, Clerk; Todd Alessandri, Meghan Hoffman (6:42 PM), Neil Kennedy.

Absent: Christine Devine, Chris Lagan, and Jim Sullivan.

Also Present: Selectman Richard D'Innocenzo, Selectman Glenn Trindade, and Susanne Kennedy, Town Administrator.

Fall Town Meeting – Final Preparations:

The Committee reviewed the final version of the Fall Town Meeting Warrant as well as motions for each article.

Chairman O'Neill announced that both Articles 5 and 6 have been dismissed. It had been determined that the easement referenced in Article 5 was not needed. For Article 6, the barn at the 2B Oak Street property was not included in the intent of the original article so Article 6 had to be dismissed.

Regarding Article 4, it was noted that the Finance Committee had previously taken a position of TBD on this article while waiting for a decision by the Board of Selectmen. The Board of Selectmen opted to "lay the article on the table" which means it can be revisited at any time. If the article had been dismissed, the matter could not be presented again for at least a period of one year. Selectman Trindade provided a brief history of the process thus far; brief discussion followed.

Regarding Article 8 (previously TBD), Mr. Frank Rossi moved that the Finance Committee recommend Article 8, as written; Mr. Barry Schroeder seconded. No discussion. VOTE: 5-0-0.

Brief discussion followed on the merits of the article and its impact on use of athletic fields. Selectman Trindade thanked the Finance Committee for its support of this article, noting a recent observation that existing fields never get a rest as teams are either playing on them or warming up on them.

Regarding the assignment of motions, it was decided that members would take turns presenting motions for particular articles. Brief discussion followed.

Approval of Invoice:

The Committee reviewed an invoice from Gatehouse Media.

Ms. Meghan Hoffman moved that the Committee pay an invoice from Gatehouse Media for the publication of the public hearing notice; Mr. Barry Schroeder seconded. No discussion. VOTE: 6-0-0.

Approval of Minutes:

The Committee reviewed draft minutes from October 23, 2013.

Ms. Meghan Hoffman moved that the Committee approve the minutes of October 23, 2013, as drafted; Mr. Frank Rossi seconded. No discussion. VOTE: 6-0-0.

At 6:55 PM, Ms. Meghan Hoffman moved to adjourn; Mr. Todd Alessandri seconded. No discussion. VOTE: 6-0-0.

Respectfully submitted,
Jeanette Galliardt
Night Board Secretary