



Town of Medway
FINANCE COMMITTEE

155 Village Street
Medway MA 02053

Tel: (508) 533-3200

Fax: (508) 533-3201

February 12, 2014 – 7:00 PM
Sanford Hall
155 Village Street

Present: Jeff O'Neill, Chairman; Frank Rossi, Vice-Chair; Members: Todd Alessandri; Christine Devine; Meghan Hoffman; Chris Lagan and Jim Sullivan (7:30 PM).

Absent: Barry Schroeder, Clerk; Neil Kennedy.

Also Present: Richard Boucher, Director, Information Technology; Selectman Dennis Crowley; Capital Improvement Planning Committee – Peter Sigrist, Dan Perkins, and Michelle Reed.

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

It is noted that there was a slight change in the agenda as the Capital Improvement Planning Committee was still engaged in its own meeting. Chairman O'Neill announced that the CIPC would be on the agenda later in the evening.

Liaison Reports:

School Budget Advisory Committee -- Christine Devine, Todd Alessandri. Ms. Devine stated that an initial budget report has been reviewed and it falls within the Board of Selectmen recommendation and budget policy. There are still some open questions and more meetings will likely occur to fill in the details. One open issue is whether the School Committee will recommend offering full-day kindergarten. Mr. Alessandri reported that the School Committee voted to try to find the funding to support it. Brief discussion followed.

It was reported that the Community Preservation Committee has not met for a while; no report.

Mr. Chris Lagan reported that the major issue with the Department of Public Services is the new garage. He noted that three years ago he toured the existing one and it was in questionable condition then. Brief discussion followed on expenses incurred with renting garage space outside of the current garage.

Chairman's Report:

At this time, Chairman O'Neill reported that he viewed the CIPC presentation at the Board of Selectmen meeting last week. He also reported that the Town had received a good report from the auditors, and that the search committee for the new Town Administrator would be appointed soon.

Approval of Minutes:

The Committee reviewed draft minutes from November 18, 2013.

Ms. Meghan Hoffman moved that the Finance Committee approve the minutes of November 18, 2013, as amended; Mr. Frank Rossi seconded. No discussion. VOTE: 6-0-0.

At this time, members engaged in casual conversation and general discussion while waiting for the Capital Improvement Planning Committee to arrive at the conclusion of another meeting.

Presentation – Capital Improvement Planning Committee (CIPC):

The Committee reviewed a summary of FY15 Requests and Recommended Projects.

At 7:40 PM Mr. Peter Sigrist, Chair, introduced members of the Capital Improvement Planning Committee (CIPC), Dan Perkins and Michelle Reed. He briefly explained the process the CIPC uses in assessing needs, noting they start their meetings in December when the requests start coming in. After individual meetings with various groups, the committee gathers to share information and start prioritizing projects utilizing a scoring system. The result is the draft being presented this evening with a rough estimate of slightly less than \$35 million. Mr. Sigrist cautioned that quotes from vendors will come in and change some of the figures, and the list also goes to the Board of Selectmen. He cited an example of meeting last year with the Fire Department and inspecting Jaws of Life equipment that needed to be replaced; it is on this year's list. This kind of equipment changes with the change of automotive design; older equipment will not work as well in newer cars.

Brief discussion followed on the general philosophy of whether some things are capital or recurring budget expenses such as computer equipment that is being replaced on a five-year rotating replacement cycle. Mr. Richard Boucher, IT Director, noted that 2015 is the first year where the cycle will be put into effect, working off of equipment that was replaced in 2010. He noted that he typically submits his request in August when he knows what equipment should be replaced the following year. Discussion followed on the capabilities of a Virtual Desktop installation, which, for the most part, is not feasible for the schools or municipal offices due to the expense; it is less expensive to replace the equipment instead. There are almost 1,450 devices of several different types. Mr. Jim Sullivan added that staff support would also need to be certified in various types of network applications.

Discussion followed on anticipated free cash. Mr. Sigrist noted that the current total of \$1,171,000 is simply a total of the project estimates. Ms. Michelle Reed pointed out that the individual departments put a 1-5 ranking on each suggested project with the 4 and 5 rankings being the most important. Chairman O'Neill asked for a copy of the complete FY2015 summary so that it can be sent out to Committee members.

Chairman O'Neill expressed concern that the Fire Department has been funded for a wide variety of items over the past couple of years. Mr. Chris Lagan noted that sometimes it has been through emergency transfers which can be disconcerting. Selectman Crowley cautioned against putting funds into the annual budget because a department's budget is then inflated going forward. Using free cash for particular items is a more fiscally responsible way to expend funds.

Responding to a question from Mr. Sullivan, Mr. Sigrist explained that the CIPC did not exist nine years ago and every year department heads are embracing the process a little more. They now trust the system and are carefully examining their needs and priorities. Selectman Crowley added that there was no free cash nine years ago. Mr. Sullivan qualified his position by stating that the outlay of cash should not exceed cash available.

General discussion followed on the requirements to maintain the Town's Green Community designation and repurposing funds for similar projects (in this case, paving and sidewalks).

Discussion – Options for Funding Proposed DPS Building:

Selectman Dennis Crowley explained more about the paving at the middle school, citing drainage and lighting issues in addition to paving. There will be a meeting with the consultant to clearly define the scope of the proposed project to hopefully arrive at a figure that will be closer to the amount of funding left in the Middle School Repair Project appropriation.

Regarding the DPS facility project, Selectman Crowley indicated that he and Chairman O'Neill need to get together and develop a presentation before bringing it to the Finance Committee. He noted he is concerned that \$14 million is far too much money to spend on this kind of building, and \$10 million is closer to a number that the Board of Selectmen feels is appropriate. He does not believe there will be an override so there is a need to consider other financing options besides debt exclusion. He believes that if the Town starts to put money aside to help fund the facility, funds will grow over time and make a nice start on the amount that will be necessary. Selectman Crowley stated he met with the Finance director to work on some numbers so that smaller debt exclusion could be proposed in 2018. His initial plan is to put aside a total \$3.4 million in a variety of funds such capital stabilization, and operations, plus an amount from free cash every year. Transfers between funds may also be part of the solution. Discussion followed on use of enterprise accounts, debt service, water rates, bond ratings, reserves, a Building Committee and credit ratings.

Selectman Crowley submitted a document entitled "Potential Scenario to Subsidize the New DPS Facility Debt Service" and another entitled "Estimated Project Timeline". He cautioned that these numbers are very preliminary.

Clerk's Report:

Due to Mr. Schroeder's absence, there was no report from the Clerk.

Next Meeting:

The next regular monthly meeting of the Finance Committee is scheduled for 7:00 PM on Wednesday, March 12, 2014 at Sanford Hall, Town Hall, 155 Village Street.

**At 9:01 PM Mr. Chris Lagan moved to adjourn; Ms. Meghan Hoffman seconded. No discussion.
VOTE: 7-0-0.**

Respectfully submitted,
Jeanette Galliardt
Night Board Secretary



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March 12, 2014 – 7:00 PM
Sanford Hall
155 Village Street

Present: Jeff O'Neill, Chairman; Frank Rossi, Vice-Chair; Barry Schroeder, Clerk; Members: Todd Alessandri; Christine Devine (7:12 PM); Neil Kennedy; and Chris Lagan (7:05 PM).

Absent: Meghan Hoffman, Jim Sullivan.

Also Present: Suzanne Kennedy, Town Administrator.

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

Discussion – Preliminary FY15 Budget Information/Town Meeting:

Chairman O'Neill stated the budget information is still in process, noting that there are some challenges in the projections and forecasts. Ms. Kennedy indicated she hopes to have those worked out soon.

Chairman O'Neill briefly reviewed the timeline going forward to Town Meeting, noting that the Finance Committee's public hearing will not be on April 2. It will likely be on April 9, in conjunction with the regular meeting, if the information can be reviewed beforehand. Brief discussion followed on member availability in the next few weeks for additional meetings.

Ms. Kennedy stated the booklet will be handled like last year with postcards notifying residents how they can receive it, electronically or hard copy. Chairman O'Neill reminded members they need to work on reports for the Town Meeting booklets and asked for these by April 9.

Discussion – Proposed Full-Day Kindergarten:

Chairman O'Neill indicated that he wanted members to be aware that this topic was being discussed. Mr. Todd Alessandri reported that he requested information on budget changes from Superintendent Evans, but she did not respond with any information relative to kindergarten. It is not clear whether this initiative will come together in time for the upcoming budget year. Brief discussion followed.

Mr. Eric Arbeene, former Finance Committee member 2009-2011, stated his wife is a teacher in Marlborough, and added that the full-day program is something worth funding. Fifty towns do not have full-day kindergarten while 320 communities do. From an educational standpoint, it is the right thing to do, getting children more fully engaged in education at an earlier age. It also makes the town more attractive to people who are relocating.

Chairman O'Neill expressed concern that not enough information is available. It is barely a month away from approving the FY15 budget and yet no information is available for review.

Mr. Alessandri indicated several options were proposed at a School Committee meeting: (1) no change; (2) partial funding and (3) a fully-funded program. Presentation materials put forth by the task force, including dollar amounts, had not been reviewed by the full School Committee. Ms. Devine theorized that the funding will likely come out of the School Budget and not out of free cash.

Ms. Cindy Sullivan, representing the School Committee, reported that Dr. Evans presented some funding options at the meeting. Basically the plan would be to reduce five staff members over a two-year period, as well as reduction of circuit breaker and other fund sources. The subcommittee task force is working on another presentation for the School Committee meeting on the 20th. She added that the HR position is also not being added to staff, which leaves \$60,000 to add to the potential funding.

Chairman's Report:

Chairman O'Neill stated he would continue working to get the budget information.

Clerk's Report:

Mr. Barry Schroeder, Clerk, reported there have been no changes to the Finance Committee account.

Liaison Reports:

Community Preservation Committee – Mr. Frank Rossi stated he could not attend, but did get some information on the Thayer redevelopment project. It is on schedule with an anticipated completion for late April. There are 8 or 9 functions already booked.

Approval of Minutes:

The Committee reviewed draft minutes from February 12, 2014.

Mr. Chris Lagan moved that the Committee approve the minutes from February 12, 2014, as amended; Mr. Todd Alessandri seconded. No discussion. VOTE: 6-0-1 -- Kennedy abstain.

Next Meeting:

The Finance Committee's public hearing for 2014 Special Town Meeting and Annual Town Meeting will be at 7:00 PM on Wednesday, April 9, 2014 in Sanford Hall, 155 Village Street; the regular monthly meeting of the Finance Committee will follow the conclusion of the public hearing.

At 7:40 PM Mr. Chris Lagan moved to adjourn; Mr. Neil Kennedy seconded. No discussion. VOTE: 7-0-0.

Respectfully submitted,
Jeanette Galliardt
Night Board Secretary



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**April 9, 2014 – 7:00 PM
Sanford Hall
155 Village Street**

Present: Jeff O'Neill, Chair; Todd Alessandri, Meghan Hoffman, Neil Kennedy, Chris Lagan, Jim Sullivan (remote by phone). Documentation verifying Mr. Sullivan's remote participation is attached to these minutes.

Absent: Christine Devine; Frank Rossi, Vice-Chair; Barry Schroeder, Clerk.

Also Present: Carol Pratt, Town Accountant; Allen Tingley, Police Chief; Jeff Lynch, Fire Chief; Andy Rodenhiser, Planning and Economic Development Board.

Public Hearing:

At 7:00 PM Chairman O'Neill convened a public hearing for the purpose of receiving public input on any articles being presented at the 2014 Special Town Meeting and 2014 Annual Town Meeting that will not be heard in public hearings held by other municipal boards.

Chairman O'Neill announced that member Jim Sullivan was participating remotely via phone and asked if any members had any objections to this. There were none.

It is noted that no members of the public were present at the hearing.

At 7:02 PM Mr. Chris Lagan moved to close the public hearing; Ms. Meghan Hoffman seconded. No discussion. VOTE: 6-0-0. The hearing was subsequently closed.

At 7:04 PM Chairman O'Neill called the regular monthly meeting of the Finance Committee to order.

Discussions/Presentations: ETR – Police Department, Improved signage:

The Committee reviewed a document entitled Request for Transfer from the Finance Committee Reserve Fund, dated March 28, 2014.

Police Chief Allen Tingley reported that the requested funds would pay for improved signage at the intersections of Holliston Street and Lovering Street and the intersection of Holliston Street and Coffee Street. Many motorists are running the stop signs. In the last several months there have been two fairly serious accidents. He would like to install solar-powered signs with lights around them to draw attention to the intersection ahead. He briefly described the signs.

Mr. Chris Lagan moved that the Committee approve the request of a transfer of \$4,239.00 from the Finance Committee Reserve Fund to account 5400 – Police Supplies for the purchase of traffic signs for two intersections; Ms. Meghan Hoffman seconded. No discussion. VOTE: 6-0-0

Responding to Chairman O'Neill's question on the budget, Chief Tingley responded that he is fairly confident the department will be able to make things work within the budget, noting that a few purchases may come out of funds that are left in this year's budget. The staff is up to twenty officers, including the detective position. While he would always accept more officers, staffing is good right now.

Mr. Jim Sullivan noted that the preliminary budget suggested reductions in funds supporting overtime and court time. Chief Tingley responded that he hopes to be able to move some money around to make it work. The overall shortage will be approximately \$3,300.

Discussions/Presentations: Fire Department – Departmental needs:

The Committee reviewed handouts entitled 2015 Operational Budget, EMS Budget and 2015 Wish List.

Fire Chief Jeffrey Lynch addressed general budget and equipment needs. Mr. Chris Lagan wanted to know if, with the increased departmental budget, there is any expectation of any emergency transfers in the coming year. Chief Lynch acknowledged that it was possible, due to a firefighter being unable to work due to illness, which affects staffing and overtime costs.

Chief Lynch expressed concern about the station behind Town Hall, noting that newer engines do not fit into that size of station. In time, it will not be useful to the department for the housing of engines.

Chief Lynch briefly reviewed his 2015 Operational Budget handout. He noted that the 55+ community could potentially increase calls just due to increased age in those communities. He expressed special concern for short staffing on Engine 2, meaning less than three trained firefighters as probationary firefighters are not authorized to enter fire situations due to lack of training. The number of engines dispatched depends on the type of call, i.e., smoke alarm chirping will get one engine to investigate as a fire is not present. Brief discussion followed. It was noted that short staffing is also due to the fact that on-call personnel are not always available.

General discussion followed on dormitory situation now that there is a female firefighter. Chief Lynch responded that lockers were initially arranged to provide a divider, but now all resting firefighters are required to wear shorts in the dorm should the alarm go off.

Responding to a question from the Committee, Chief Lynch stated he is not anticipating any major equipment repairs. He noted that Department of Public Services handles routine maintenance things such as oil changes, tires, etc., but specialized repairs to ladders and pumps are often outsourced.

Chief Lynch expressed concern for the heat in Station 1. He indicated that, during a period of very cold temperatures, both blowers went on the blink. They are very old and should be replaced at some point. Brief discussion on items included on free cash list.

EMS budget – There will be a general fund transfer to offset reduced revenues. When ambulance staff is fully ALS-certified, this may change.

DPS – Budget Update, Departmental Needs:

Mr. Tom Holder, Director, Department of Public Services, was unable to attend. This matter will be placed on the agenda for the next meeting.

Miscellaneous Discussion:

Mr. Andy Rodenhiser, Chair, Planning and Economic Development Board, wanted to know if there would be discussion on the Planning Board budget. Chairman O'Neill responded the Committee had received the budget only a few days ago and had not had time to review it all. Mr. Rodenhiser stated he was not prepared to speak to it, but would like to be on hand when that discussion takes place.

Warrant Review -- 2014 Special Town Meeting and Annual Town Meeting – Final Preparations including Finance Committee recommendations

The Committee reviewed the 2014 Special Town Meeting Warrant and the 2014 Annual Town Meeting Warrant, revised editions.

It was noted that, as the Board of Selectmen had not yet given recommendations on warrant articles, the Committee would reserve its recommendations until a later date.

The Committee reviewed the Special Town Meeting Warrant with the following notable comments:

- Ms. Carol Pratt, Town Accountant, explained the OPEB policy.
- Article 3 – the street acceptance account will be created via town meeting article.
- The difference between unissued vs. unexpended -- unissued is money that was needed for a project and voted at TM but it was not borrowed.
- Article 5 – a one-time expense to train the Health Agent on permitting software.
- Article 6 – Ms. Pratt explained that funds cannot be transferred into a revolving account which requires that the entity must be self-supporting. The funds will be transferred into a monetary article so that it could still be used in the project, but not deposited into the revolving account.

Annual Town Meeting Warrant

Review of the warrant brought the following notable comments:

- Sewer enterprise fund – It was noted that the user fees are not sufficient to balance the budget which necessitates use of retained earnings.
- Cassidy field – Why is so much being contributed from free cash if funds are being repurposed in Special Town Meeting article? Ms. Pratt confirmed that \$20,000 is for paving, and \$58,000 is the cost of the modular bathroom.
- Thayer House accounts will be tracked.
- Is there any plan in the budget for maintenance of the new synthetic turf fields?

Chairman's Report:

Chairman O'Neill asked members to look at the budget and send him any questions they may have. He will try to get answers prior to the next meeting.

Clerk's Report:

In the absence of the Clerk, Chairman O'Neill commented on the Finance Committee's account, noting that there is still a balance exceeding \$90,000.

Liaison Reports:

There were none.

Approval of Minutes:

The Committee reviewed the following information: (1) Draft minutes from March 12, 2014; and (2) Invoice from Gatehouse Media.

Mr. Chris Lagan moved that the Committee approve the minutes of March 12, 2014, as drafted, Ms. Meghan Hoffman seconded. No discussion. VOTE: 6-0-0.

Ms. Meghan Hoffman moved that the Committee pay an invoice from Gatehouse Media in the amount of \$70.87 for the publication of the public hearing notice; Mr. Todd Alessandri seconded. No discussion. VOTE: 6-0-0.

Next Meeting(s):

Brief discussion followed on the next meeting, which will be scheduled after members are polled as to availability. Chairman O'Neill suggested several nights in the coming week and will send out an email for members to respond.

There will likely also be a meeting immediately before Special Town Meeting and Annual Town Meeting on May 12, 2014.

At 8:53 PM Ms. Meghan Hoffman moved to adjourn; Mr. Jim Sullivan seconded. No discussion. VOTE: 6-0-0.

Respectfully submitted,
Jeanette Galliardt
Night Board Secretary

FINANCE COMMITTEE

155 VILLAGE STREET • MEDWAY, MASSACHUSETTS 02053
(508) 533-3264 • FAX: (508) 533-3281

Finance Committee's Meeting Minutes

April 15, 2014 at 7:00 p.m.

Sanford Hall

Town Hall, 155 Village Street

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

Absent: Neil Kennedy, Jim Sullivan.

At 7:07 p.m., Chairman O'Neill called the meeting to order.

ETR – Veteran's Agent:

Director/Veterans' Services Officer John Givner asked the Finance Committee to consider an Emergency Transfer Request (ETR) in the amount of \$19,000. The Committee said they are surprised by the request because the budget was increased last year. Mr. Givner explained that Veterans' Services provides veterans with temporary assistance, including helping them find an alternative source of income, and the demand is very unpredictable. He said in the last several weeks he has added two new clients. He said historically Medway has only had a couple clients but currently there are fourteen. Administrator Kennedy said Holliston and Ashland are experiencing the same increase in requests for services. Mr. Givner asked the Committee to consider increasing the request to \$21,000 due to the recent addition of clients. The Committee said they are only comfortable approving the initial request amount of \$19,000. Mr. Givner said he may need to return before the end of the fiscal year for another small request.

Frank Rossi moved that the Finance Committee approve the Emergency Transfer Request (ETR) in the amount of \$19,000 for Veterans' Services; Meghan Hoffman second; No discussion; All ayes 7-0-0.

DPS Budget Update:

DPS Director Tom Holder and DPS Deputy Director Dave D'Amico reported that the DPS FY2015 budget is level funded for the most part. Administrator Kennedy provided the Committee with a comparison of the FY14 and FY15 DPS budgets by division. Mr. Holder explained that each year the allocation of salaries to the General Fund and Enterprise Accounts are adjusted, which explains the majority of the changes. Mr. Holder explained that the increase in the Short Term Debt Interest under the Water Enterprise Fund is due to the water main projects. The significant increase in sewer expenses is due to the Operations and Maintenance Assessment from the Charles River Pollution Control District. The Town has been anticipating the Capital Assessment but they just learned of the increased Operations and Maintenance Assessment several weeks

ago. This assessment is based on flow and industrial strength. Medway's flow has actually decreased due to the Inflow and Infiltration (I & I) work that has been done over the last several years but the industrial strength has increased dramatically. Mr. Holder said they are unsure why the industrial strength has increased and DPS is taking samples throughout Medway to see if they can identify the source. As a result of the assessments, the sewer rates will need to be increased. Mr. Holder is working on a 5 year rate projection. Also, Mr. Holder reported that the Town has decided to go to single-stream recycling and the program will begin July 1, 2014. Each household will receive a 90 gallon cart at the end of June. Residents can purchase an additional cart for \$60. Selectman Crowley asked Mr. Holder to look into whether residents can request a smaller cart. The Town received a \$58,000 grant to offset the cost of the carts. The trash program will remain unchanged at this point and residents will still be required to use the yellow bags. Committee member Chris Lagan said he thinks residents will be surprised by these changes and it may be met with some resistance.

The Committee reviewed the Special Town Meeting and Annual Town Meeting warrant articles related to DPS.

- Mr. Holder explained that the \$650,000 in free cash for roads will be used to do a full reclaim of West Street. A handful of side streets will also be done. Highland Street will be repaved next year after the water main work is completed. Mr. D'Amico said the next step in the Route 109 project is for the Town to address the Right of Way (ROW) easements associated with the project. Some of the easements are temporary but others are permanent. They will initially ask residents to gift the property to the Town. A consultant has been hired to prepare a report. Mr. D'Amico said approximately \$100,000 in Chapter 90 funds has been set aside for the appraisal and work associated with the easements. If additional funds are needed they will have to use more Chapter 90 funds, which will impact the amount of road work that can be done.
- The cost of the Cassidy field bathroom project is approximately \$50,000. The CIPC has allocated \$28,000 in free cash for the project and the remainder of the funds are in an Article 9 of the May 14, 2014 Special Town Meeting warrant. Mr. D'Amico said approximately \$20,000 of the funds in Article 9 will be used to finish the paving associated with Cassidy Field Sewer Line project. Chairman of the Board of Selectmen Glenn Trindade said they decided to go with a ready-made unit. Milford High School just installed the same unit. Youth Baseball is responsible for installing the pad that the unit will go on top of and the utilities. Chairman Trindade said that Youth Baseball maintains Cassidy Field and they recently installed new dugouts and a resident donated lights for the batting cages. The Committee said it is important that the Town and Youth Baseball clarify who is responsible for maintaining and repairing the unit once it is installed.
- The gate valve vacuum box in Article 16 will allow DPS to service the 1,200 valves throughout Town. Often the valves are clogged and full of debris.
- The \$240,000 in Article 17 is to perform the work that was identified in last year's Inflow and Infiltration (I & I) study.

- The funds in Article 19 will help advance the DPS facility study that was completed several years ago. They are hoping to have a location and tentative design for the new DPS facility by November 2014.
- Article 13 and 14 are for the building of two new turf fields at the High School and repair of Hanlon Field. Article 14 is going to be broken into two articles so residents can vote on the two new fields and Hanlon field separately. Hanlon Field will get new turf and also some structural improvements. The Board of Selectmen has communicated with the schools about the Hanlon Field Revolving Account. There is a balance of \$100,000 in this account that will be used for the maintenance of Hanlon. The Community Preservation Committee (CPC) is funding the majority of the project but Community Preservation funds cannot be used for the purchase of the synthetic turf. For the project to move forward, they need a 2/3rds vote at the Annual Town Meeting on May 12, 2014. They won't have a hard figure on the cost of the project until right before Town Meeting. The CPC is also looking to possibly acquire additional open space with Community Preservation funds. They may have the opportunity to purchase the Wickett property at the appraised value. The CPC will still have more than \$2 million after the fields and Wickett property purchase.

FY2015 Operating Budget Discussion:

The Committee reviewed the FY2015 budget summary and discussed the following items.

- The salary increases in the Human Resources budget are due to scheduled step and lane increases. Selectman Crowley said the Board of Selectmen had the same questions about the salary increases and were satisfied with the explanation.
- The legal budget was decreased by the Town Administrator to meet the budget target set by the Board of Selectmen.
- The increases in the technology budget are mostly due to software updates.
- The salary line item in the Conservation Commission budget increased because hours were added for the Conservation Agent.
- The Planning and Economic Development budget was reduced by the Town Administrator because the road acceptance work from this past year is not completed. They will not be able to address new roads in 2015. Administrator Kennedy asked the Planning & Economic Development Coordinator to review the road acceptance process.
- The Town is applying for a grant to fund an Energy Manager position. The position will be shared with Millis. Medway will also be applying for another Green Community grant. Administrator Kennedy said they are applying for approximately \$250,000 in Green Community funds.
- The new Town Administrator will need to hire an Economic Community Developer. The Board of Selectmen wants this position reevaluated after a year to make sure it is worth the investment. The position will focus on the Redevelopment Authority and business retention.
- The Committee discussed the Fire Chief's frequent Emergency Transfer Requests (ETRs). Selectman Crowley said the Chief would like more full-time staff but there is a huge expense associated with this and they are not sure how this would

- be funded. The Chief and his department are looking at how they can retain volunteer staff, including possibly increasing the stipend. In addition, Chairman Trindade said he and Selectman White took part in a training exercise with the Fire Department last week. As a result, he would like to discuss purchasing additional infrared cameras at the end of the fiscal year, which the firefighters rely on heavily.
- The Building Department has seen an enormous increase in permit requests, which correlates to an increase in revenue. Administrator Kennedy said she is not sure they have adequate staff to conduct the inspections.
 - The \$20,000 for the Library is for materials and after hours staffing for the lower level. Community groups and Town committees use the lower level for meeting space. The \$20,000 was not made part of the budget because they may not have the funds next year and if they reduce the budget they may run into recertification issues.
 - The funds in the overlay account are for residents seeking abatements. It was increased this year in anticipation of the utilities' appeals. The Town needs to be prepared to pay if the utilities prevail although they don't think they will. The funds will stay in the overlay account and be released at a future date.

Special Town Meeting and Annual Town Meeting Warrant Review and Recommendations:

May 12, 2014 Special Town Meeting Warrant

ARTICLE 1: (Appropriation: Snow and Ice Deficit) –

Meghan Hoffman moved that the Finance Committee approve Article 1 of the May 12, 2014 Special Town Meeting warrant as amended; Todd Alessandri second; No discussion; All ayes 7-0-0.

ARTICLE 2: (Appropriation: OPEB Trust Account) –

The Board of Selectmen is looking at permanent funding sources for the Other Post-Employment Benefits (OPEB) Trust Account. They have discussed possibly instituting a local meals tax and putting the funds in this account.

Meghan Hoffman moved that the Finance Committee approve Article 2 of the May 12, 2014 Special Town Meeting warrant as written; Frank Rossi second; No discussion; All ayes 7-0-0.

ARTICLE 3: (Transfers to Street Acceptance Account) –

Meghan Hoffman moved that the Finance Committee approve Article 3 of the May 12, 2014 Special Town Meeting warrant as written; Todd Alessandri second; No discussion; All ayes 7-0-0.

ARTICLE 4: (Budget Transfer: Economic Development) –

There is money in the FY2015 budget for an Economic Community Developer. In addition, they are hoping to hire an administrative assistant to support the Conservation Commission, Health Agent, ZBA, and Housing Authority.

Meghan Hoffman moved that the Finance Committee approve Article 4 of the May 12, 2014 Special Town Meeting warrant as written; Todd Alessandri second; No discussion; All ayes 7-0-0.

ARTICLE 5: (Budget Transfer: Consulting Services-Permitting) –

Meghan Hoffman moved that the Finance Committee approve Article 5 of the May 12, 2014 Special Town Meeting warrant as written; Todd Alessandri second; No discussion; All ayes 7-0-0.

ARTICLE 6: (Budget Transfer to Thayer Homestead Revolving Account) –

The Department of Revenue requires that revolving account funds be raised and appropriated. Initially, this was going to be funded with free cash. The funding sources for the Thayer Homestead Revolving Account and the Library were switched. Article 6 was broken into two articles. They are as follows:

New Article 6: (to keep the FY14 Thayer funding – monetary article):

To see if the Town will vote to transfer the sum of \$19,400 from the Fiscal Year 2014 Economic Development Committee budget line items associated with the Thayer property to fund to operations and maintenance of said property, or to act in any manner relating thereto.

New Article 7: (to establish the Thayer revolving account in FY14):

To see if the Town will vote to authorize a revolving account for the Thayer Homestead pursuant to Chapter 44, section 53E½ of the Massachusetts General Laws, the purpose of which will be to support the operations and maintenance of the Thayer property, to be funded by property rental revenues, and expenditures to be authorized by the Town Administrator, or act in any manner relating thereto.

Meghan Hoffman moved that the Finance Committee approve the new Article 6 of the May 12, 2014 Special Town Meeting warrant as written; Todd Alessandri second; No discussion; All ayes 7-0-0.

Meghan Hoffman moved that the Finance Committee approve the new Article 7 of the May 12, 2014 Special Town Meeting warrant as written; Todd Alessandri second; No discussion; All ayes 7-0-0.

ARTICLE 8: (Budget Transfer: Legal Services) –

These funds will be used for legal services associated with possible appellate tax court cases with the utilities.

Meghan Hoffman moved that the Finance Committee approve Article 8 of the May 12, 2014 Special Town Meeting warrant as written; Todd Alessandri second; No discussion; All ayes 7-0-0.

ARTICLE 9: (Repurpose Monetary Articles: Cassidy Field Bathroom) –

Meghan Hoffman moved that the Finance Committee approve Article 9 of the May 12, 2014 Special Town Meeting warrant as written; Todd Alessandri second; No discussion; All ayes 7-0-0.

ARTICLE 10: (Repurpose Monetary Article: Senior Center Sidewalks) –

Chris Lagan moved that the Finance Committee approve Article 10 of the May 12, 2014 Special Town Meeting warrant as written; Meghan Hoffman second; No discussion; All ayes 7-0-0.

ARTICLE 11: (Repurpose Monetary Article: Fire Dept. Training) –

These funds were moved to FY2015 because the employee was not able to take part in the Fire Department training in FY2014.

Meghan Hoffman moved that the Finance Committee approve Article 11 of the May 12, 2014 Special Town Meeting warrant as written; Todd Alessandri second; No discussion; All ayes 7-0-0.

ARTICLE 12: (Prior Year Bills) –

Meghan Hoffman moved that the Finance Committee approve Article 12 of the May 12, 2014 Special Town Meeting warrant as written; Todd Alessandri second; No discussion; All ayes 7-0-0.

ARTICLE 13: (Land Acquisition: X Property) –

The Board of Selectmen are walking the property soon. The Community Preservation Committee (CPC) hasn't voted on this issue yet. The Open Space Committee has approved the purchase. The property will be purchased with CPC funds.

Meghan Hoffman moved that the Finance Committee leave Article 13 of the May 12, 2014 Special Town Meeting warrant as To Be Determined; Todd Alessandri second; No discussion; All ayes 7-0-0.

May 12, 2014 Annual Town Meeting Warrant

ARTICLE 1: (ESCO Stabilization Reserve Transfer) –

Meghan Hoffman moved that the Finance Committee approve Article 1 of the May 12, 2014 Annual Town Meeting warrant as written; Todd Alessandri second; No discussion; All ayes 7-0-0.

ARTICLE 3: (Appropriation: FY15 Water Enterprise Fund) –

Meghan Hoffman moved that the Finance Committee approve Article 3 of the May 12, 2014 Annual Town Meeting warrant as written; Todd Alessandri second; No discussion; All ayes 7-0-0.

ARTICLE 4: (Appropriation: FY15 Sewer Enterprise Fund) –

Meghan Hoffman moved that the Finance Committee approve Article 4 of the May 12, 2014 Annual Town Meeting warrant as written; Todd Alessandri second; No discussion; All ayes 7-0-0.

ARTICLE 5: (Appropriation: FY15 Solid Waste Enterprise Fund) –

Meghan Hoffman moved that the Finance Committee approve Article 5 of the May 12, 2014 Annual Town Meeting warrant as written; Todd Alessandri second; Chris Lagan expressed his opposition to changing to single-stream recycling; 6-1-0 (Chris Lagan nay).

ARTICLE 6: (Appropriation: FY15 Ambulance Enterprise Fund) –

Meghan Hoffman moved that the Finance Committee approve Article 6 of the May 12, 2014 Annual Town Meeting warrant as written; Todd Alessandri second; No discussion; All ayes 7-0-0.

ARTICLE 7: (Free Cash Appropriation: Capital Items) –

Meghan Hoffman moved that the Finance Committee approve Article 7 of the May 12, 2014 Annual Town Meeting warrant as written; Todd Alessandri second; No discussion; All ayes 7-0-0.

ARTICLE 8: (Free Cash Appropriation: Thayer Property Operations) –

Due to a DOR requirement, the funding sources for the Thayer Property Revolving Account and Library were switched.

Meghan Hoffman moved that the Finance Committee approve Article 8 of the May 12, 2014 Annual Town Meeting warrant as proposed; Todd Alessandri second; No discussion; All ayes 7-0-0.

ARTICLE 9: (Free Cash Appropriation: Zoning Bylaw Review and Revision) –

The Town is planning to use the funds to reorganize the bylaws. There will be no zoning articles on the warrant until this reorganization is complete. \$20,250 will cover the cost of the revision.

Meghan Hoffman moved that the Finance Committee approve Article 9 of the May 12, 2014 Annual Town Meeting warrant as written; Todd Alessandri second; No discussion; All ayes 7-0-0.

ARTICLE 10: (Special Appropriation: Library) –
The funding source was changed to free cash.

Meghan Hoffman moved that the Finance Committee approve Article 10 of the May 12, 2014 Annual Town Meeting warrant as proposed; Todd Alessandri second; No discussion; All ayes 7-0-0.

ARTICLE 11: (Establish DPS Facility Stabilization Fund; Transfer from Operational Stabilization Fund) –

The current balance of the Operational Stabilization Fund is approximately \$850,000. After this transfer there will be about \$350,000. Selectman Crowley said he advocated having more money transferred into the DPS Facility Stabilization Fund but the rest of the Board was not in agreement.

Meghan Hoffman moved that the Finance Committee approve Article 11 of the May 12, 2014 Annual Town Meeting warrant as written; Todd Alessandri second; No discussion; All ayes 7-0-0.

ARTICLE 12: (Transfer to General Stabilization Fund) –

The Operational Stabilization Fund is a temporary account but the General Stabilization Fund is permanent and is not be used. The Committee asked for clarification on the DOR's recommendation for this account (5% of what).

Meghan Hoffman moved that the Finance Committee approve Article 12 of the May 12, 2014 Annual Town Meeting warrant as written; Todd Alessandri second; No discussion; All ayes 7-0-0.

ARTICLE 13: (Capital Project: Construct Athletic Fields – CPC Funds)

Article 13 is for the construction of the two new fields. The Committee will not have the cost of this project until right before Town Meeting.

Meghan Hoffman moved that the Finance Committee leave Article 13 of the May 12, 2014 Annual Town Meeting warrant as To Be Determined; Todd Alessandri second; No discussion; All ayes 7-0-0.

ARTICLE 14: (Capital Project: Construct Athletic Fields/Turf – General Funds) –

Article 14 is only for the synthetic turf for the new fields. CPC funds cannot be used to purchase the turf. Article 14 was split into two articles. Article 14 will deal with the two new fields and a new Article 15 will be added for Hanlon Field so that residents can vote on the projects separately.

Meghan Hoffman moved that the Finance Committee leave Article 14 of the May 12, 2014 Annual Town Meeting warrant as To Be Determined; Todd Alessandri second; No discussion; All ayes 7-0-0.

ARTICLE 15: (Capital Project: Turf and Structural Improvements at Hanlon Field – General Funds) –

Article 15 will be added and will only address the turf and structural improvements at Hanlon Field. The stands and press box at Hanlon Field will not be repaired or replaced as part of this project.

Meghan Hoffman moved that the Finance Committee leave the new Article 15 of the May 12, 2014 Annual Town Meeting warrant as To Be Determined; Todd Alessandri second; No discussion; All ayes 7-0-0.

ARTICLE 16: (Appropriation - Water Enterprise) –

Frank Rossi moved that the Finance Committee approve Article 16 of the May 12, 2014 Annual Town Meeting warrant as written; Todd Alessandri second; No discussion; All ayes 7-0-0.

ARTICLE 17: (Appropriation: Sewer Enterprise) –

Meghan Hoffman moved that the Finance Committee approve Article 17 of the May 12, 2014 Annual Town Meeting warrant as written; Todd Alessandri second; No discussion; All ayes 7-0-0.

ARTICLE 18: (Repurpose Capital Funds: Middle School Improvements) –

They do not have the cost for this project yet. Administrator Kennedy is going to look into whether the Finance Committee can change the figure on the floor at the Annual Town Meeting.

Meghan Hoffman moved that the Finance Committee leave the new Article 18 of the May 12, 2014 Annual Town Meeting warrant as To Be Determined; Todd Alessandri second; No discussion; All ayes 7-0-0.

ARTICLE 19: (Repurpose Monetary Articles: DPS Facility) –

Meghan Hoffman moved that the Finance Committee approve Article 19 of the May 12, 2014 Annual Town Meeting warrant as written; Todd Alessandri second; No discussion; All ayes 7-0-0.

ARTICLE 20: (Repurpose Monetary Article and Free Cash Appropriation: Town Hall Renovation) –

Meghan Hoffman moved that the Finance Committee approve Article 20 of the May 12, 2014 Annual Town Meeting warrant as written; Todd Alessandri second; No discussion; All ayes 7-0-0.

ARTICLE 21: (Repurpose Monetary Article: Fire Apparatus) –

Meghan Hoffman moved that the Finance Committee approve Article 20 of the May 12, 2014 Annual Town Meeting warrant as written; Todd Alessandri second; No discussion; All ayes 7-0-0.

ARTICLE 22: (Appropriation: GATRA Revolving Fund) –

Administrator Kennedy explained that the commuters are asked to donate \$1 each way to and from the Commuter Rail. Riders are not making the donations and the revolving fund has been depleted. They are discussing ways to enforce this policy. The Town is not required to provide this service. Selectman Crowley explained that Medway can either pay the MBTA annual assessment or give those funds to the local transport authority. The assessment is about \$80,000. They are not sure how or where they would spend these funds if they did not use GATRA. Administrator Kennedy said Medway is applying for a grant that will look at coordinating GATRA services with neighboring towns.

Frank Rossi moved that the Finance Committee approve Article 22 of the May 12, 2014 Annual Town Meeting warrant as written; Christine Devine second; Chairman Jeff O'Neill expressed his opposition to supplementing the GATRA Revolving Fund; 4-3-0 (Jeff O'Neill, Meghan Hoffman, and Chris Lagan nay).

ARTICLE 23: (Revolving Accounts: Annual Authorization) –

Meghan Hoffman moved that the Finance Committee approve Article 23 of the May 12, 2014 Annual Town Meeting warrant as written; Todd Alessandri second; No discussion; All ayes 7-0-0.

ARTICLE 24: (Appropriation: Community Preservation Committee) –

The Committee discussed the reason for the different figures for each reserve.

Meghan Hoffman moved that the Finance Committee approve Article 24 of the May 12, 2014 Annual Town Meeting warrant as written; Todd Alessandri second; No discussion; All ayes 7-0-0.

ARTICLE 25: (Rescind Unissued Balance Art. 14 of 2009 Annual Town Mtg.) –

Meghan Hoffman moved that the Finance Committee approve Article 25 of the May 12, 2014 Annual Town Meeting warrant as written; Todd Alessandri second; No discussion; All ayes 7-0-0.

ARTICLE 26: (Rescind Unissued Balance Art. 19 of 1996 Special Town Mtg.) –

Meghan Hoffman moved that the Finance Committee approve Article 26 of the May 12, 2014 Annual Town Meeting warrant as written; Todd Alessandri second; No discussion; All ayes 7-0-0.

ARTICLE 27: (Rescind Unissued Balance Art. 11 of 2007 Fall Town Mtg.) –

Meghan Hoffman moved that the Finance Committee approve Article 27 of the May 12, 2014 Annual Town Meeting warrant as written; Todd Alessandri second; No discussion; All ayes 7-0-0.

ARTICLE 28: (Eminent Domain: Route 109 Reconstruction Project) –

This allows the staff to start the work associated with the property takings related to the Route 109 project. The Board of Selectmen will need to approve the amounts for the takings.

Meghan Hoffman moved that the Finance Committee approve Article 28 of the May 12, 2014 Annual Town Meeting warrant as written; Todd Alessandri second; No discussion; All ayes 7-0-0.

ARTICLE 29: (Amend Wetlands Bylaw: Fees) –

This article would let the Conservation Commission determine their fees without seeking Town Meeting approval. Some members of the Committee were opposed to letting the Commission increase their fees without Town Meeting approval. They are concerned that it would give the Commission carte blanche to raise the fees. Selectman Crowley said the Commission is appointed by the Board of Selectmen and has always been conservative.

Todd Alessandri moved that the Finance Committee approve Article 29 of the May 12, 2014 Annual Town Meeting warrant as written; Frank Rossi second; Members expressed their opposition to letting the Conservation Commission raise their fees without Town Meeting approval; 5-2-0 (Meghan Hoffman and Chris Lagan nay).

ARTICLE 30: (Amend Dog Bylaw) –

Meghan Hoffman moved that the Finance Committee approve Article 30 of the May 12, 2014 Annual Town Meeting warrant as written; Todd Alessandri second; No Discussion; 6-1-0 (Chris Lagan nay).

ARTICLE 31: (Amend Zoning By-law: Registered Marijuana Dispensary) –

The Health Agent, Fire Chief, Police Chief, Planning & Economic Development Board, and Town Counsel have reviewed and approved this bylaw. Last year the Town approved a Temporary Moratorium and is required to act on this matter this year.

Meghan Hoffman moved that the Finance Committee approve Article 31 of the May 12, 2014 Annual Town Meeting warrant as written; Todd Alessandri second; No discussion; All ayes 7-0-0.

ARTICLE 32: (Assessor's Revaluation) –

This is a new article. The Town needs to conduct their triennial appraisal and recertification that is required by DOR. Donna Greenwood, the Town's Principal Assessor, is not qualified to appraise the utilities. The Board of Selectmen has approved this article and would like to use the same consultant they used initially. If there are any funds remaining they will stay with this article and be used for the next triennial appraisal and recertification.

Meghan Hoffman moved that the Finance Committee approve the new Article 32 of the May 12, 2014 Annual Town Meeting warrant as written; Todd Alessandri second; No discussion; All ayes 7-0-0.

ARTICLE 2: (Appropriation: FY15 Operating Budget) –

Meghan Hoffman moved that the Finance Committee approve Article 2 of the May 12, 2014 Annual Town Meeting warrant as written; Todd Alessandri second; No discussion; All ayes 7-0-0.

The Committee plans on meeting at 6:30 p.m. on May 12, 2014 before the Special Town Meeting. They need to ask Jeanette to reserve a room at the High School.

At 10:10 p.m., Meghan Hoffman moved to adjourn; Todd Alessandri second; No discussion; All ayes 7-0-0.

Respectfully submitted,

Michelle Reed



Town of Medway
FINANCE COMMITTEE

155 Village Street
Medway MA 02053

Tel: (508) 533-3200

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**Monday, May 12, 2014
Medway High School – Room 113-A
88 Summer Street**

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

Absent: Neil Kennedy.

Also Present: Selectman Richard D'Innocenzo, Selectman Glenn Trindade and Tom Holder, Director, Department of Public Services.

[NOTE: Minutes were created from notes taken by Finance Committee member Christine Devine]

There being a quorum present, Chairman O'Neill called the meeting to order at 6:36 PM.

Final Town Meeting Preparations:

The Committee reviewed the following information: (1) Annual Town Meeting Warrant; (2) Special Town Meeting Warrant; and (3) List of Draft Motions.

At this time, Mr. Tom Holder briefly spoke about Articles 13, 14, and 15 on the Annual Town Meeting Warrant. He outlined a timetable to move forward with the projects. Responding to a question from Mr. Lagan, he estimated the useful life of the athletic fields as 10-12 years, adding that some of the cost will need to be financed.

Selectman Glenn Trindade presented several reasons why synthetic turf was a better choice than grass, most notably that fields can be used frequently without allowing always having a field "resting". Discussion followed on required maintenance, cost of field maintenance and future replacement costs. It was noted that the Hanlon Fund may be moved from the schools to Parks with an arrangement for use of the funds. Selectman D'Innocenzo pointed out that this will benefit the entire community and is not intended as a way to raise funds. There is a shortage of athletic fields for both school and community use. Mr. Holder clarified that the bid estimate includes necessary equipment. All bids are designated as qualified bids which come through at a somewhat higher cost.

Mr. Jim Sullivan moved that the Finance Committee recommend Article 13; Mr. Frank Rossi seconded. No further discussion. VOTE: 8-0-0.

Mr. Todd Alessandri moved that the Finance Committee recommend Article 14; Mr. Frank Rossi seconded. No further discussion. VOTE: 8-0-0.

Mr. Jim Sullivan moved that the Finance Committee recommend Article 15; Mr. Frank Rossi seconded. No further discussion. VOTE: 8-0-0.

Brief discussion followed on the Special Town Meeting Warrant.

Mr. Jim Sullivan moved that the Finance Committee recommend postponement of Article 13 on the Special Town Meeting Warrant; Mr. Chris Lagan seconded. No discussion. VOTE: 8-0-0.

At this time, motions for articles on both Warrants were assigned to members.

Reports:

Reports from the Chairman and Clerk were postponed as Special Town Meeting was about to begin.

Approval of Minutes:

Review of the minutes from April 15, 2014 was also postponed.

At 6:57 PM Ms. Meghan Hoffman moved to adjourn to attend Town Meeting; Mr. Jim Sullivan 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

June 11, 2014 – 7:15 PM
Sanford Hall, Town Hall
155 Village Street

Present: Frank Rossi, Vice-Chair; Barry Schroeder, Clerk; Todd Alessandri, Christine Devine, Meghan Hoffman, Neil Kennedy, and Jim Sullivan.

Absent: Chris Lagan; Jeff O'Neill, Chair.

Also Present: Suzanne Kennedy, Town Administrator; Melanie Phillips, Finance Director.

There being a quorum present, Vice-Chair Rossi called the meeting to order at 7:15 PM.

Emergency Transfer Request:

The Committee reviewed a Request for Transfer, dated June 11, 2014, in the amount of \$6,000.

Ms. Melanie Phillips stated there is savings in the salary line item as the former principal assessor left. The negative balance reflected on the request is only in this particular line item. She noted that work involved with the valuations turned out to cost more than what was budgeted. The appraisals resulted in significant new growth for the Town shifting approximately \$500,000 of taxation from residential to utilities.

There is a little more than \$66,000 left in the Finance committee Reserve Fund. On June 30, the unused portion will fall to free cash; the fund will begin FY15 with a balance of \$100,000. Brief discussion followed.

Ms. Meghan Hoffman moved that the Finance Committee approve the transfer from the Finance Committee Reserve Fund in the amount of \$6,000.00 to be transferred to Assessor Professional/Technical, as presented; Mr. Neil Kennedy seconded. No discussion. VOTE: 7-0-0.

Reports:

Chairman's Report – Vice-Chair Rossi noted that there are three members whose terms are ending on June 30, announcing that Mr. Neil Kennedy and Ms. Christine Devine have opted to not be re-appointed. Chairman O'Neill has not decided whether he will seek re-appointment yet. Brief discussion followed on potential new members. It was pointed out that a quorum will be five members, whether or not the vacancies are filled.

Liaison Reports -- School Committee – Mr. Todd Alessandri reported that there were some model changes in staffing that did not affect the budget significantly. If a shift is made away from MCAS-testing, there could be significant IT impact if the electronic version is utilized.

It was noted most groups have gone to their summer schedules and will meet more regularly in the fall.

Other Business:

The Committee reviewed the following information: (1) Invoice from ADPrint for printing of the Town Meeting Booklets; (2) Invoice from Community Newspaper Company for the printing of the ad for new members; and (3) Draft minutes from April 9, April 15, and May 12, 2014.

Ms. Meghan Hoffman moved that the Committee approve the minutes of April 9, 2014, as amended; Mr. Todd Alessandri seconded. No discussion. VOTE: 4-0-3 – Devine, Rossi and Schroeder abstained.

Mr. Frank Rossi moved that the Committee approve the minutes of April 15, 2014, as drafted; Mr. Todd Alessandri seconded. It was noted that Mr. Neil Kennedy and Mr. Jim Sullivan were absent from that meeting. No further discussion. VOTE: 7-0-0.

Ms. Meghan Hoffman moved that the Committee approve the minutes of May 12, 2014 as drafted; Mr. Jim Sullivan seconded. No discussion. VOTE: 6-0-1 – Kennedy abstained.

At this time, the Committee reviewed the invoices for printing of the Town Meeting Booklets and the ad for new members. Brief discussion followed on whether to run the ad again, noting that word of mouth was likely more effective.

Ms. Meghan Hoffman moved that the Committee approve and pay the invoices from Community Newspaper Company (\$70.87) and ADPrint (\$270.00) as presented; Mr. Jim Sullivan seconded. No discussion. VOTE: 7-0-0.

Upcoming Meeting:

The next regular monthly meeting will be Wednesday, July 9 in Sanford Hall, beginning at 7:00 PM.

At 7:40 PM Ms. Meghan Hoffman 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

July 9, 2014 – 7:00 PM
Sanford Hall, Town Hall
155 Village Street

Present: Jeff O'Neill, Chair; Frank Rossi, Vice-Chair; Barry Schroeder, Clerk; Todd Alessandri, and Chris Lagan.

Absent: Meghan Hoffman and Jim Sullivan.

Also Present: Melanie Phillips, Finance Director; Missy Dziczek, Director, Council on Aging; new Finance Committee members Rohith Ashok and Ellen Hillery. It is noted that the new members have not been sworn in by the Town Clerk and therefore cannot vote on any matters this evening.

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

Emergency Transfer Request:

The Committee reviewed a Budget Transfer Request, dated June 26, 2014, in the amount of \$3,000.00.

Present: Missy Dziczek, Director, Council on Aging.

Ms. Dziczek explained that her heating expenses at the Senior Center were over budget this year by \$3,000.00. She attributed the overage to the low temperatures coupled with increased oil prices. This has been built into the budget for next year.

Mr. Frank Rossi moved that the Finance Committee approve the Budget Transfer Request to transfer from Dept. 135 Town Acct. Professional Technical to Dept. 541 Heating in the amount of \$3,000.00, as presented; Ms. Chris Lagan seconded. No discussion. VOTE: 5-0-0.

New Members:

Chairman O'Neill reported that the Finance Committee Appointment Committee met last evening to interview candidates and made new appointments and he was re-appointed, all for terms ending on June 30, 2017. As stipulated in the Town Charter, the Finance Committee Appointment Committee is comprised

of the Town Moderator, Mark Cerel; Chair of the Board of Selectmen, Dennis Crowley; and Jeff O'Neill, Chair of the Finance Committee.

The new members introduced themselves briefly. Ms. Ellen Hillery stated she has lived in Medway since 1996. Her husband served on the Finance Committee years ago. She noted she has always wanted to do something for the Town. Mr. Rohith Ashok stated he moved here from North Carolina a year ago and saw the vacancy posting on the website. His wife, who joined the Board for the Medway Community Farm, encouraged him to apply. In turn, members introduced themselves, noting how long they have served on the Committee.

Reorganization of the Finance Committee:

For the benefit of the new members, Chairman O'Neill briefly explained what the Committee does and what its focus is. He acknowledged there is a certain time commitment with the position of chairperson, noting that he has recently taken on some additional work responsibilities and chooses to serve in a capacity other than Chair. He suggested that it ought to be someone who has served on the Finance Committee for a while. Discussion followed on positions of Chair, Vice-Chair, and Clerk as well as basic functions of the Committee.

Chairman O'Neill nominated Mr. Frank Rossi as Chair; Mr. Chris Lagan as Vice-Chair, and Mr. Barry Schroeder as Clerk; Mr. Todd Alessandri seconded. All parties agreed to serve. No further discussion. VOTE: 5-0-0.

Mr. Frank Rossi, now Chair, conducted the remainder of the meeting.

Liaison Assignments:

There was brief discussion on the liaison positions with various boards and committees. It was noted that members often meet with department heads to stay informed on current initiatives.

Chairman Rossi took a straw poll on which committees members might be interested in. Mr. Lagan offered to attend more BOS meetings, and was willing to liaison with DPS and CIPC. Mr. Alessandri opted to stay with the School Committee. Mr. O'Neill stated he would like to do the School Committee as well. Mr. Schroeder indicated he was happy to stay with public safety and offered to serve as backup for another committee. New member Mr. Rohith Ashok expressed interest in working with parks and the library. New Member Ms. Ellen Hillery stated she has no preferences but agreed to connect with the Community Preservation Committee. These will be finalized at the September meeting as it is likely there will not be a meeting in August when absent members may be available.

It was noted most groups have gone to their summer schedules and will meet more regularly in the fall.

Other Business:

The Committee reviewed the following information: (1) Draft minutes from June 11, 2014; and (2) Invoice from Association of Town Finance Committees.

Mr. Frank Rossi moved that the Committee approve the minutes of June 11, 2014 as drafted; Mr. Barry Schroeder seconded. No discussion. VOTE: 5-0-0.

Mr. Jeff O'Neill moved that the Committee approve and pay an invoice from the Association of Town Finance Committees for annual dues in the amount of \$204.00; Mr. Todd Alessandri seconded. No discussion. VOTE: 5-0-0.

Upcoming Meeting:

The next regular monthly meeting will be Wednesday, August 13 in Sanford Hall, beginning at 7:00 PM. At this time, there are no agenda items. If the meeting is cancelled, a cancellation notice will be posted on the website and with the Town Clerk.

At 7:40 PM Mr. Chris Lagan moved to adjourn; Mr. Todd Alessandri 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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September 10, 2014 – 7:00 PM
Sanford Hall, Town Hall
155 Village Street

Present: Frank Rossi, Chair; Chris Lagan, Vice-Chair; Barry Schroeder, Clerk; Todd Alessandri, Rohith Ashok, Ellen Hillery, Meghan Hoffman, and Jeff O'Neill.

Absent: Jim Sullivan.

Also Present: Michael Boynton, Town Administrator.

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

New Members Rohith Ashok and Ellen Hillery briefly introduced themselves again, and the Board shared their histories as well.

Liaison Assignments:

After discussion, the liaison assignments were finalized as follows:

General Government (Board of Selectmen)	– Frank Rossi and Chris Lagan
Public Safety: Police and Fire	– Barry Schroeder and Jeff O'Neill
Schools	– Todd Alessandri and Jim Sullivan
Health and Human Services	– Barry Schroeder and Ellen Hillery
Culture and Recreation:	– Rohith Ashok and Chris Lagan
Parks, Public Library and Camp Sunshine	
Annual Town Meeting Booklet	– All Finance Committee Members
Department of Public Services	– Meghan Hoffman and Jeff O'Neill
Planning Board	– Jim Sullivan and Rohith Ashok
Community Preservation Committee	– Ellen Hillery and Frank Rossi
School Building Committee	-- Jeff O'Neill
Capital Improvements Planning Committee	– Meghan Hoffman and Chris Lagan
Economic Development Committee	– Frank Rossi and Todd Alessandri
Redevelopment Authority	– Frank Rossi and Todd Alessandri

Introduction – Michael Boynton, New Town Administrator:

At this time, members introduced themselves to Mr. Boynton as this was his first meeting with the Committee.

Mr. Boynton stated this has been the most stress-free six weeks in his experience, due to the good structure and organization already in place, along with strong department heads. He briefly reviewed his municipal experience. He stressed the importance of working together as a team for continued financial and administrative success. As the administration puts together a budget spending plan for this year, it is crucial to look ahead three to five years to plan accordingly. Brief discussion followed.

Responding to a question from Chairman Rossi, Mr. Boynton provided a brief explanation of OPEB (Other Post-Employment Benefits) as it relates to budget forecasting. Additional general discussion topics included new growth and construction, utility valuation, new revenue sources, current initiatives, finding additional space for staff and equipment, new position in the Planning Department, and related matters.

2014 Fall Town Meeting Calendar:

Mr. Jeff O'Neill outlined the Town Meeting Warrant and Public Hearing process. If the Warrant is delivered to the Finance Committee according to the calendar, there may be adequate time to review and still hold the regular meeting scheduled for October 8. It is likely, however, that another meeting will need to be scheduled. Members were encouraged to keep October 15 open as a possible meeting date. The public hearing will be scheduled for October 22.

Liaison Reports:

Ms. Ellen Hillery reported on a recent meeting of the Community Preservation Committee, noting that the Town is taking over maintenance of the school athletic fields. She also reported that Ms. Tina Wright discussed a new canoe launch and rejuvenation of the natural amphitheater. The latter generated a lot of questions at the CPC meeting including the feasibility of making it ADA compliant. On a separate matter, plaques for Civil War veterans were discussed at the Historical Commission meeting.

Mr. Todd Alessandri reported he was not able to attend the School Committee meeting last week but met with Superintendent Evans independently. There was discussion and then a motion to spend school choice funds. They plan to start the budget process early this year due to many new budgeting factors including salaries relative to contract negotiations. Mr. Jeff O'Neill offered to help cover the meetings as he has worked with them for a couple of years.

Clerk's Report:

Mr. Barry Schroeder reported that the Finance Committee's Reserve Fund remains untouched with a balance of \$100,000. Thus far this year, only \$204 has been spent out of the regular FinCom budget.

Other Business:

The Committee reviewed the following information: (1) Draft minutes from July 9, 2014; (2) July 2014 Newsletter from the Association of Town Finance Committees; and (3) Invitation and Registration Information for the Association of Town Finance Committees' 2014 Annual Meeting.

Mr. Todd Alessandri moved that the Committee approve the minutes of July 9, 2014 as amended; Mr. Rohith Ashok seconded. No discussion. VOTE: 6-0-1 – O'Neill abstain as he has not been sworn in.

Members were encouraged to attend the Annual Meeting of the Association of Town Finance Committees on October 18, particularly new members. The workshops are very informative. Chairman Rossi announced that the fees would be reimbursed.

Upcoming Meeting:

The next regular monthly meeting will be at 7:00 PM on Wednesday, October 8, 2014, in Sanford Hall.

**At 7:45 PM Mr. Todd Alessandri moved to adjourn; Ms. Meghan Hoffman seconded. No discussion.
VOTE: 6-0-1 – O’Neill abstain as he has not been sworn in.**

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 16, 2014 – 7:30 PM
Guidance Area, Medway High School
88 Summer Street

Present: Frank Rossi, Chair; Chris Lagan, Vice-Chair; Barry Schroeder, Clerk; Rohith Ashok (7:37 PM), Ellen Hillery, Meghan Hoffman.

Absent: Todd Alessandri; Jeff O'Neill; Jim Sullivan.

Also Present: Michael Boynton, Town Administrator; Jeffrey Lynch, Fire Chief; Allen Tingley, Police Chief; David D'Amico, Deputy Director, Department of Public Services.

There being a quorum present, Chairman Rossi called the meeting to order at 7:30 PM.

Review -- 2014 Fall Town Meeting Warrant:

The Committee reviewed a draft 2014 Fall Town Meeting Warrant.

Article 1 – Police Chief Tingley explained that the \$58,000 is to cover costs for various types of training, i.e., emergency procedures, firearms, etc. for all full-time officers. He clarified that the training costs were submitted as part of his departmental budget request last spring, but it was not approved for inclusion in the FY15 budget. Firearms training is broken down by type of firearm and scenarios where that type of firearm would likely be used, i.e., shotgun, pistol, patrol rifle. All types of firearms require individual certifications. Brief discussion followed.

Chief Tingley spoke about his budgetary needs, funds cut from the FY15 budget that could eventually reduce the ability to purchase two cruisers each year if the funds are not infused back in. Staff has been out sick or with injury which has directly affected overtime costs for officers filling those open shifts. Discussion followed.

Responding to a question from Mr. Ashok, Mr. Boynton briefly explained the budget process as it relates to tax levy, financing of items not included in the annual budget, and related matters.

Fire Chief Jeffrey Lynch explained that he also has similar training requirements so that each firefighter is training to attain the Firefighter I and Firefighter II certifications. Much of the training is for the on-call staff. On-call staff is a fluidic component as that training disappears if that person gets a better paying job

or leaves for some other circumstance. Discussion followed on hiring more full-time personnel, shift structure, retention of an on-call staff, availability of EMTs, etc.

David D'Amico, Deputy Director, Department of Public Services, briefly reviewed the request for \$114,443, starting with the Gale Associates study on recreational services in town. According to the study, there should be additional staff to accomplish the items requested in the survey. Since that time, at the request of the schools, the DPS is now in charge of maintenance of school athletic fields. Cumulatively, this equates to the need for a staff person to participate in Parks and Recreation activities of scheduling fields, meetings, etc. as well as support for other related DPS tasks. Additional positions would be for two heavy equipment operators who will work with Parks and Recreation during the warm weather months and other matters in the cold months such as snow plowing, clearing sidewalks, etc. This position would require a CDL as well as specific equipment certifications. Discussion followed.

Mr. D'Amico stated that field maintenance in the past was minimal and did not include treatments for grubs, fertilizers, etc. so a larger budget is necessary than in past years. It cannot simply be shifted from the schools to the Town side of the budget. He theorized that the administrative assistant would be invaluable in collecting the fees, scheduling, and marketing the fields as well as working closely with the Parks and Recreation Commission.

Mr. Boynton suggested that additional effort needs to be made on municipal buildings and schools from an appearance perspective as well as maintaining sidewalks and parking lots.

Mr. Boynton stated that the \$12,500 for Inspectional Services represented the shortfall in funds relative to a long-time employee retiring. The position was advertised, and the salary was increased in order to attract good candidates. The successful candidate took a pay cut to come to Medway, but it is \$10,000 higher than it was. These funds also included the payout (vacation, etc.) for Mr. Emidy on his retirement.

The \$25,000 for the Medway Public Library will allow it to add additional hours of operation and be open from 10 AM to 8 PM. Two staff members are required at all times, with one manning the circulation desk. It is also a safety factor that an employee is not alone in the building.

Discussion on Free Cash:

The Committee reviewed a document entitled "Fiscal Year 2015 Free Cash Projections".

Design Guidelines Review – This is intended to make the process more business- and user-friendly.

Choate Park Building Repairs – This is to upgrade the bathroom (basically gut the insides and start over) plus allowance for security cameras outside. Original estimates for the work were too low, and the cost of security was not included. Being so close to Thayer and tennis courts, it makes sense to be able to view the door and see who goes in, if there should be vandalism. Discussion followed.

Oak Grove Urban Renewal Plan – This may seem like a big outlay of cash but there is potential for return if the property can be sold for development.

LED Streetlight Grant Match – This is the cost the Town must put out in order to apply for the grant.

Article 25 – Revise Commercial I Zoning:

The Committee reviewed the following information: (1) Proposed language revision; and (2) Sketches.

Brief discussion followed on the proposed revision to the Medway Zoning Bylaw by deleting a section relative to Commercial I and replacing it with a new section on Commercial I. It was noted that any applicant seeking to place an appropriate structure in an overlay district further requires a permit by either the Planning Board or the Zoning Board of Appeals.

General Discussion:

General discussion followed on the warrant articles and the overall budget process. Concern was expressed that Fall Town Meeting is typically not well attended, and presence of a quorum could be a problem.

Chairman Rossi took a straw poll on Article 1, specifically, whether to bundle together or separate out as line items. Most members indicated they would like to separate some of the entries. Concern was expressed that mandatory training for the Fire Department or Police Department is not considered as part of those departmental budgets. The chiefs find a way to make it happen but then lose out on something else. The article would have a better chance of success if there was language that indicated funds could be transferred from another line item which would not represent a tax increase.

School Department – Budget Realignment Meeting:

Chairman Rossi explained that several dates were suggested for this meeting which will be a joint meeting of the Finance Committee, Board of Selectmen and the School Committee. Because the two other dates were not good for the Selectmen, November 25 was suggested. He asked for members' availability, noting that this is the Tuesday before Thanksgiving. A majority of the members present indicated they were available. Chairman Rossi will respond to Allison Potter in the Town Administrator's office.

Reports:

Reports from the Chairman and Clerk as well as liaison reports were postponed.

Other Business:

Review of September 10 minutes as well as discussion notes from October 8 was postponed.

Upcoming Meeting:

The Finance Committee's public hearing relative to the 2014 Fall Town Meeting will take place at 7:00 PM on Wednesday, October 22, 2014, followed by a meeting during which the Finance Committee will take positions on the Warrant articles. The Notice of Public Hearing was published in the Milford Daily News on October 8, 2014 and duly posted with the Town Clerk. Both the hearing and meeting will be held in Sanford Hall.

The next regular monthly meeting of the Finance Committee is scheduled for Wednesday, November 12. If the meeting will not be held, a cancellation notice will be posted on the Town website.

At 9:31 PM Ms. Meghan Hoffman moved to adjourn; Mr. Chris Lagan seconded. No discussion.

VOTE: 6-0-0.

Respectfully submitted,
Jeanette Galliardt
Night Board Secretary

Town of Medway

Finance Committee

155 VILLAGE STREET • MEDWAY, MASSACHUSETTS 02053
(508) 533-3200 • FAX: (508) 533-3201

Meeting Minutes

October 22, 2014 at 7:00 p.m.

Sanford Hall, Town Hall

Present: Chairman Frank Rossi; Members Rohith Ashok, Jeff O'Neill, Meghan Hoffman, Ellen Hillery, Barry Schroeder, Chris Lagan, Jim Sullivan (participated remotely); Selectman Dennis Crowley; and Town Administrator Michael Boynton.

At 7:05 p.m., Chairman Rossi called the meeting to order.

Public Hearing for 2014 Fall Town Meeting Warrant:

Chairman Rossi opened the Public Hearing at 7:05 p.m.

No residents attended the Public Hearing.

Chairman Rossi closed the Public Hearing at 7:06 p.m.

Fall Town Meeting Warrant:

Article 1: (Operational Stabilization Reserve Transfer) – The request is for \$113,500 for the items below. This amount was originally \$229,000 but was paired down. The balance of the Operational Stabilization Fund is \$196,000. The alternative to using stabilization funds was to raise the levy, which would increase residents' tax bills. Selectman Crowley said the Operational Stabilization Fund was created with stimulus money several years ago. The intent was to set aside these funds to supplement salaries and avoid layoffs if the economy slowed down. Selectman Crowley said the Board always intended to draw the fund down to zero when it was no longer needed. The items that they are requesting funds for under this article are mostly recurring items that will need to be built into the FY16 budget. Administrator Boynton said they will hold off on making any hires for the new positions until they have a clear picture of next year's revenue. He said at this point it looks like there will be enough revenue available.

<u>Dept. Name</u>	<u>Amount</u>
Police	\$48,000
Fire	\$10,000
Inspectional Services	\$12,500
Public Services	\$33,790
Library	<u>\$ 9,210</u>
Total	\$113,500

The Public Service positions will only be funded for the second half of the fiscal year. The \$9,210 will allow the Library to stay open 8 additional hours per week for the second half of the fiscal year.

Meghan Hoffman moved that the Finance Committee approve Article 1 of the 2014 Fall Town Meeting Warrant as written; Ellen Hillery second; No discussion; All ayes 8-0-0.

Article 2: (Free Cash Appropriation: OPEB Trust Account) – The request is for \$150,000 of Certified Free Cash to be moved to the Other Post-Employment Benefit Trust Account. The intent is to show bonding agencies that Medway is serious about their OPEB obligation and is trying to make headway. Finance Director Melanie Phillips had indicated to the Town Administrator that this will be extremely important in April when she goes out to bond. The current balance of the OPEB Trust Account is \$100,000. Selectman Crowley said the Board of Selectmen has had preliminary discussions about finding a recurring funding stream for this item. They are considering implementing a meals tax. The Department of Revenue estimated that the sales tax would create \$140,000-\$150,000 of additional revenue annually for Medway. Selectman Crowley said many of the surrounding towns have implemented the tax. If this was implemented, the meals tax would increase from 6.25% to 7%. Medway has over 30 restaurants and businesses that this would apply to. Administrator Boynton said Walpole raised their meals tax and it generated approximately \$410,000. The Committee discussed how other towns are handling this issue. Selectman Crowley said funding the OPEB Trust Account is enormous issue for 90% of the towns and cities in Massachusetts. Medway would need to fund this account with \$3 million annually to fully fund it. There is currently no legislation that penalizes cities and towns for not funding the account in full. Medway currently has a AA+ bond rating and the Finance Director has theorized if Medway does not vote to add funds to this account at the Fall Town Meeting it will likely impact its rating and its cost to borrow in April. Selectman Crowley said they are currently conducting the FY14 Audit and they will invite the Finance Committee to the Audit Review to hear from the auditors on this issue.

Meghan Hoffman moved that the Finance Committee approve Article 2 of the 2014 Fall Town Meeting Warrant as written; Jeff O'Neill second; No discussion; All ayes 8-0-0.

Article 3: (Rescind Borrowing: Deficit Financing) - Asking to rescind \$1,000,000 of the unissued balance of \$3,000,000 that was authorized under Article 2 of the March 20, 2006 Special Town Meeting and further authorized by the Commonwealth of Massachusetts by Special Legislation Chapter 70 of the Acts of 2006 for deficit financing. The Town did not need the entire amount that was authorized. Mr. O'Neill asked Selectman Crowley about the article that was in the Milford Daily News relative to Medway paying off its deficit-financing loan. Selectman Crowley said Medway will no longer be required to go to the State for approval when borrowing. This will also free up a reserve of about \$795,000. This will be discussed at the Annual Town Meeting in May.

Meghan Hoffman moved that the Finance Committee approve Article 3 of the 2014 Fall Town Meeting Warrant as written; Jeff O'Neill second; No discussion; All ayes 8-0-0.

Article 4: (Rescind Borrowing: Middle School Project) – This is to rescind \$9,600,000 of the unissued balance of \$22,100,000 that was authorized under Article 8 of the November 15, 2010 Fall Town Meeting. Medway was required by the State to borrow the entire amount of the project even though they would be reimbursed for a portion of it. The State wants to be sure that there is a defined financing mechanism in place. Selectman Crowley confirmed that Medway has received the reimbursement.

Meghan Hoffman moved that the Finance Committee approve Article 4 of the 2014 Fall Town Meeting Warrant as written; Rohith Ashok second; No discussion; All ayes 8-0-0.

Article 5: (Free Cash Appropriation: Medway Design Guidelines) – Asking for \$15,000 from Certified Free Cash for a review and revision of the Medway Design Guidelines. The guidelines will be clarified and illustrated to make expectations clear to residents and business owners.

Meghan Hoffman moved that the Finance Committee approve Article 5 of the 2014 Fall Town Meeting Warrant as written; Rohith Ashok second; No discussion; All ayes 8-0-0.

Article 6: (Free Cash Appropriation: Choate Park Building Maintenance Repairs) -

They are requesting another \$35,000 to complete the project. The Town approved \$50,000 at the May 2014 Annual Town Meeting. The project was a lot more involved than they anticipated. They need to completely gut the interior of the building. They are also adding security cameras and automatic door locks.

Meghan Hoffman moved that the Finance Committee approve Article 6 of the 2014 Fall Town Meeting Warrant as written; Rohith Ashok second; No discussion; All ayes 8-0-0.

Article 7: (Free Cash Appropriation: Urban Renewal Plan for Oak Grove) -

They are requesting \$80,000 to create the Urban Renewal Plan for the Oak Grove area. This area is by the Industrial Park on Trotter Drive and is known as the Bottle Cap Lots. It is made up of more than 1,000 20 by 80 square foot parcels. The Redevelopment Authority needs to create the plan and present it to the State before they can begin to assemble the lots. The Redevelopment Authority has the ability to do eminent domain takings. The Town owns about 30% of the lots in this area and Mr. Richard Williams owns another 30%. Selectman Crowley said they have not acquired the lots from Mr. Williams. The goal is for the Town to identify the owners of the other 40% of the lots and acquire them. All of the lots together total about 43 acres. The Committee discussed at length the amount of money that has been spent on this project and the potential benefit the Town may receive. Selectman Crowley said the Board of Selectman has recently discussed this matter in Executive Session and they are confident the benefits outweigh the liabilities. Selectman Crowley said the assessed value of the individual lots is very low but some owners have approached the Town to buy the land at a much higher figure. Jim Sullivan asked if the Finance Committee could receive a summary of what has been spent to date and an estimate of future costs. Administrator Boynton said he will forward the Committee the information from the Board's Executive Session. This information is confidential as it could affect possible future negotiations.

Meghan Hoffman moved that the Finance Committee approve Article 7 of the 2014 Fall Town Meeting Warrant as written; Ellen Hillery second; No discussion; 7-1-0 (Jeff O'Neill nay).

Article 8: (Water Retained Earnings Appropriation: Purchase Chlorinators) -

The request is to take \$165,000 from Water Retained Earnings to purchase and install chlorinators in the Town's water tanks. The water supply is currently chlorinated at the pump station but this presents challenges as the chlorine dissipates as it goes through the system. Chlorinating the tanks will improve the quality. There are approximately \$1.1 million in Water Retained Earnings.

Meghan Hoffman moved that the Finance Committee approve Article 8 of the 2014 Fall Town Meeting Warrant as written; Rohith Ashok second; No discussion; All ayes 8-0-0.

Article 9: (Free Cash Appropriation: Fund Streetlight Conversion to LED) – The request is to use \$20,000 of Certified Free Cash to continue the LED streetlight conversion project. Administrator Boynton said it is far cheaper to operate LED lights and there is about a two year payback. He said DPS has information on the savings and he will forward it to the Finance Committee.

Meghan Hoffman moved that the Finance Committee approve Article 9 of the 2014 Fall Town Meeting Warrant as written; Chris Lagan second; No discussion; All ayes 8-0-0.

Article 10: (Prior Year Bills) – There is an unpaid FY14 unemployment insurance invoice in the amount of \$2,204. An invoice from April was overlooked because it was the same amount as the previous month. Administrator Boynton said there is enough money in the FY15 budget to cover this item.

Jeff O'Neill moved that the Finance Committee approve Article 10 of the 2014 Fall Town Meeting Warrant as written; Meghan Hoffman second; No discussion; All ayes 8-0-0.

Article 11: (CPA Fund Transfer: Amphitheater) – The request is to transfer \$20,000 from the Community Preservation Act Fund Open Space Reserves to the Open Space Committee for the purpose of establishing handicap accessibility to the Amphitheater. The \$20,000 is for the engineering study. The Finance Committee said the language of the article is misleading. Selectman Crowley said the Board of Selectmen want additional information on this project, including the estimated cost of project. The area is very steep and it may not be possible to create access that is ADA complaint. The area has historical significance to the Town. The Board of Selectmen voted to keep this article as To Be Determined.

Meghan Hoffman moved that the Finance Committee keep Article 11 of the 2014 Fall Town Meeting Warrant as To Be Determined; Rohith Ashok second; No discussion; All ayes 8-0-0.

Article 12: (CPA Fund Transfer: Housing Production Plan) - Requesting a transfer of \$6,800 from the Community Preservation Act Fund Community Housing Reserves to the Affordable Housing Trust for the purpose of funding an update to the 2010 Medway Housing Production Plan in order to comply with May 2013 Guidelines. The Housing Production Plan protects the Town from “unfriendly 40B” developments. The current balance of the Community Preservation Act Fund is about \$5 million. The fund is broken up into four sub-accounts. The balances are as follows:

Community Housing	\$597k
Open Space	\$860k
Historical Preservation	\$950k
Unreserved	\$2.1 million

Meghan Hoffman moved that the Finance Committee approve Article 12 of the 2014 Fall Town Meeting Warrant as written; Rohith Ashok second; No discussion; All ayes 7-0-1 (Jim Sullivan abstained).

Article 13: (Adjustment: Community Preservation Fund Statutory Set-Aside) – This item is on the warrant every year. Funds need to be moved from the Unreserved line item to the other three line items. \$36,001 will be moved into Community Housing, Open Space, and Historical Preservation for a total of \$108,003.

Meghan Hoffman moved that the Finance Committee approve Article 13 of the 2014 Fall Town Meeting Warrant as written; Rohith Ashok second; No discussion; All ayes 8-0-0.

Article 14: (Street Acceptance: Azalea Drive) – Over the last several years the Board of Selectmen has made it a priority to accept one or two streets per year. Many of the streets have been unaccepted for years. The Town is able to maintain and plow unaccepted roads but they cannot make repairs without a vote at Town Meeting. The benefit to accepting streets as public ways is they are included in the Town’s inventory, which increases its Chapter 90 funding. There are still other streets that the Town needs to accept but they are more complicated and will require more time.

Meghan Hoffman moved that the Finance Committee approve Article 14 of the 2014 Fall Town Meeting Warrant as written; Rohith Ashok second; No discussion; All ayes 8-0-0.

Article 15: (Street, Drainage Parcel and Infrastructure Acceptance: Morningside Drive) – This is a request to accept Morningside Drive as a public way. The development is off of Holliston Street across from the VFW. The subdivision plan included the drainage parcel.

Meghan Hoffman moved that the Finance Committee approve Article 15 of the 2014 Fall Town Meeting Warrant as written; Rohith Ashok second; No discussion; All ayes 8-0-0.

Article 16: (Easement Acceptance: Applegate Subdivision) – The Applegate Subdivision is made up of 12 lots. There were drainage issues on Ellis Street that affected one of the lots that is for sale. The Town and owner have agreed to undertake a portion of the work. This will resolve the issue.

Meghan Hoffman moved that the Finance Committee approve Article 16 of the 2014 Fall Town Meeting Warrant as written; Rohith Ashok second; No discussion; All ayes 8-0-0.

ARTICLE 17: (Utility Easement Grants: Route 109 Project) – The Town has already authorized the Board of Selectmen to take easements relative to the Route 109 project. In addition, the Board of Selectmen needs to be authorized to grant easements to the utility companies as the utility poles will be on Town property. Selectmen Crowley said they anticipate going out to bid in September 2015 and hope to begin the work in the spring of 2016. The project is 100% funded by the State except for the costs associated with the easements. Selectman Crowley said the cost of the easements will be about \$400,000-\$500,000 and they plan to use Chapter 90 funds. The Committee discussed whether the middle turning lane will remain and to what extent.

Meghan Hoffman moved that the Finance Committee approve Article 17 of the 2014 Fall Town Meeting Warrant as written; Rohith Ashok second; No discussion; All ayes 8-0-0.

Article 18: (Utility Easement Grant: Adams St. Athletic Field) – This will allow NSTAR to install and maintain a transformer on Town property.

Meghan Hoffman moved that the Finance Committee approve Article 18 of the 2014 Fall Town Meeting Warrant as written; Rohith Ashok second; No discussion; All ayes 8-0-0.

Article 19: (Zoning Map Revision: Portions of ARII to Commercial V) – They are asking to rezone certain parcels from Agricultural Residential II district zoning to Commercial V district zoning. The parcels in question are on Summer Street and Milford Street near Restaurant 45. The rezoning of these parcels will create consistency in the area. Some of the abutters have expressed concerns and this may come up at Town Meeting. Selectman Crowley said there is a benefit from an economic development standpoint but the abutters concerns also need to be considered.

Meghan Hoffman moved that the Finance Committee approve Article 19 of the 2014 Fall Town Meeting Warrant as written; Rohith Ashok second; No discussion; All ayes 8-0-0.

Article 20: (Zoning Map Revision: Adaptive Use Overlay District) – The district was amended previously for the Medway Mill Conversion Subdistrict but the map was never amended to reflect the changes.

Meghan Hoffman moved that the Finance Committee approve Article 20 of the 2014 Fall Town Meeting Warrant as written; Rohith Ashok second; No discussion; All ayes 8-0-0.

Article 21: (Amend Zoning Bylaw: Commercial District I) – This will allow the owners of the plaza to possibly add a second level that could be used for office space or apartments. Selectman Crowley said they are in preliminary discussions with the owner on this matter.

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Meghan Hoffman moved that the Finance Committee approve Article 21 of the 2014 Fall Town Meeting Warrant as written; Ellen Hillery second; No discussion; All ayes 8-0-0.

Article 22: (Amend Zoning Bylaw: Adult Retirement Community Planned Unit Development) – This will allow an Adult Retirement Community Planned Unit Development to include local convenience retail, adult daycare, and medical offices or clinics. As a result, the development will not need to contain a certain percentage of affordable housing units. An Adult Retirement Community Planned Development is being proposed. This will provide a substantial tax base and will not add any additional burden to the school system. Selectman Crowley said the Planning and Economic Development Board is trying to be proactive and attract commercial businesses.

Meghan Hoffman moved that the Finance Committee approve Article 22 of the 2014 Fall Town Meeting Warrant as written; Jim Sullivan second; No discussion; All ayes 8-0-0.

Article 23: (Zoning Bylaw Amendment: Temporary Special Event Signs) – This article pertains to the banners that are hung over Route 109 to announce Town events. The banners will no longer need to be approved by the Design Review Committee. The goal is to expedite and simplify the process. The Town Administrator will have the authority to approve the banners. Only one banner can be hung at a time and the banners need to promote a community event.

Meghan Hoffman moved that the Finance Committee approve Article 23 of the 2014 Fall Town Meeting Warrant as written; Rohith Ashok second; No discussion; All ayes 8-0-0.

The 2014 Fall Town Meeting is November 10, 2014. The Finance Committee will meet prior to the meeting to discuss Article 11 that the Committee left as TBD. Michelle will ask Jeanette to reserve meeting space.

Reports:

- Ellen Hillery attended the Community Preservation Committee meeting on October 6, 2014. They discussed the Housing Production Plan and creating access to the amphitheater. She said the general consensus is they need more information on the amphitheater project.
- Barry Schroeder provided the Committee with an update on the Finance Committee Reserve. They have not received any Emergency Transfer Requests (ETR) to date. The balance of the fund is \$100,000. Chairman Rossi asked Chris Lagan to share the conditions that must be met to determine whether a request qualifies as an ETR. Chris Lagan said the request must be unanticipated, unbudgeted and necessary.
- Chairman Rossi said he and Chris Lagan attended the Board of Selectmen's meeting last night to hear the discussion on Article 1 of the Fall Town Meeting Warrant. He said a group of residents attended to voice their concerns about the crumb fill that is being used on the new turf fields. NBC News recently reported that there may be a link between the crumb fill and cancer. He said it was a lengthy discussion and the residents asked the Board to consider an alternative fill. The Board said they have considered the other fills and reiterated that there is no proven scientific link between the fill and cancer. They added that none of the alternative fills have been tested. Chairman Rossi also reported that the DPS Facility Committee has started to meet. He said it is important for a member of the Finance Committee to attend these meetings. He also asked members to make sure they receive meeting notices for the committees they are a liaison to.
- Jim Sullivan reported that there will be a joint meeting with the Board of Selectmen, Finance Committee, and School Committee on November 25, 2014 at 7:00 p.m. at the Middle School. Also, the School Committee is holding an open forum on December 4, 2014. Chairman Rossi

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asked about student enrollment numbers. The Committee discussed how enrollment is leveling off but the budget is increasing dramatically. The Committee discussed that this will be a tight budget cycle and went on to discuss Medway's taxes and how they compare to neighboring towns.

Meeting Minutes:

Chris Lagan moved that the Finance Committee approve the meeting minutes from October 16, 2014 as amended; Meghan Hoffman second; No discussion; 7-0-1 (Jeff O'Neill abstained).

Meghan Hoffman moved that the Finance Committee approve the discussion notes from October 8, 2014 as amended; Chris Lagan second; No discussion; 6-0-2 (Jeff O'Neill and Barry Schroeder abstained).

Jeff O'Neill moved that the Finance Committee approve the meeting minutes from September 10, 2014; Chris Lagan second; No discussion; All ayes 8-0-0.

At 9:13 p.m., Meghan Hoffman moved to adjourn; Rohith Ashok second; No Discussion; All ayes 8-0-0.

Respectfully submitted,
Michelle Reed



Town of Medway

FINANCE COMMITTEE

155 Village Street
Medway MA 02053

Tel: (508) 533-3200

Fax: (508) 533-3201

November 10, 2014 – 6:30 PM
Guidance Area, Medway High School
88 Summer Street

Present: Frank Rossi, Chair; Todd Alessandri, Rohith Ashok, Ellen Hillery, Meghan Hoffman, and Jeff O'Neill.

Absent: Chris Lagan, Vice-Chair; Barry Schroeder, Clerk; Jim Sullivan.

Also Present: Dennis Crowley, Selectman; Glenn Trindade, Selectman.

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

Final Preparations – Fall Town Meeting:

The Committee reviewed the following information: (1) List of proposed motions provided by Town Counsel; and (2) 2014 Fall Town Meeting Warrant.

Selectmen Dennis Crowley and Glenn Trindade spoke briefly on the athletic fields, advising members that concerns might be expressed by residents at tonight's Town Meeting. They wanted the Finance Committee to be aware that this could happen.

It was noted that Article 11: CPA Fund Transfer: Amphitheater had been withdrawn.

Brief discussion followed on the motions as provided by Town Counsel. After discussion, the motions were assigned to members.

At 6:48 PM Ms. Meghan Hoffman moved to adjourn; Mr. O'Neill seconded. No discussion. VOTE: 6-0-0.

Minutes were created from notes taken by Finance Committee member Ellen Hillery.

Respectfully submitted,
Jeanette Galliardt
Night Board Secretary