



Town of Medway
FINANCE COMMITTEE

155 Village Street
Medway MA 02053

Tel: (508) 533-3200

Fax: (508) 533-3201

January 14, 2015– 7:00 PM
Sanford Hall
155 Village Street

Present: Frank Rossi, Chairman; Chris Lagan, Vice-Chair (7:47 PM); Barry Schroeder, Clerk; Members: Rohith Ashok (7:42 PM); Todd Alessandri; Ellen Hillery; Meghan Hoffman; Jeff O'Neill.

Absent: Jim Sullivan.

Also Present: Michael Boynton, Town Administrator; Melanie Phillips, Finance Director; Carol Pratt, Town Accountant; Tom Holder, Director, Department of Public Services; Selectman Glenn Trindade (7:47 PM); Selectman Richard D'Innocenzo (8:04 PM).

Chairman Rossi called the meeting to order at 7:04 PM.

Water Accountability:

The Committee reviewed two documents reflecting water consumption.

Present: Tom Holder, Director, Department of Public Services.

Mr. Holder distributed two documents reflecting water consumption. He briefly reported on the production figures, which were originally reported at a loss of 24% in February 2014. There were no sizable leaks, but the water was going somewhere. They investigated the water tanks, calibrated the meters, found a couple illegal connections, and utilized other processes to locate the leaks. It was the leak survey that ultimately found where the water was going, revealing a broken pipe near a Verizon conduit near an interceptor, as well as a storm drainage outlet that empties into the Charles River. The water was making its way through the ground and into the storm drain. Some small leaks were also located. While this type of investigation is typically done on an annual basis, it makes sense to evaluate data more frequently to catch problems quicker. This process came at roughly a cost of \$400,000 to the Town. Discussion followed. Mr. Boynton reported that the Town has also received \$40,000 from a private company, Excelon, to use toward these repair costs.

McGovern School Windows:

The Committee reviewed a spreadsheet entitled "Total Project Budget", date 1/7/15, outlining relevant costs for the purchase and installation of replacement windows.

Mr. Boynton reported that the School Department has been working with an architect, and noted that this project is part of the MSBA accelerated repair program. Estimates have been reviewed by the architect. Total project cost is \$1.3 million, and estimated reimbursable amount is \$538,000. MSBA wants to see the project done in a timely fashion. We need to be able to award the contract in mid-March so that the work can begin as soon as the students are out of school. Design work could begin as soon as mid-February. We will authorize the full amount with a short-term Bond Anticipation Note. Discussion followed.

The windows are over 50 years old, some without screens so the windows cannot be opened to protect any students with bee sting allergies. The new windows will meet today's energy-efficient standards. As for asbestos, it is assumed that, for the purposes of preparing a bid, the windows/caulking contain asbestos.

Annual Town Meeting Warrant:

There was no background material.

Noting that the Finance Committee's next regular meeting is scheduled for February 11, Chairman Rossi asked the Town Administrator if the Annual Town Meeting Warrant will be available in time to review the articles. The Finance Committee is required to hold a public hearing on the financial articles, and would like to have adequate time to meet with department sponsoring articles. Discussion followed. Mr. Boynton will transmit the Warrant to Chairman Rossi when it is finalized.

Brief discussion followed on potential articles. It was noted that Veterans' Services has a projected shortfall of \$30,000 for this year. If it can be handled at Annual Town Meeting, it is not considered "unforeseen". As for the Health Trust Reimbursement Account, the initial deposit of \$60,000 has been nearly depleted. Mr. Boynton suggested an infusion of approximately \$25,000, which would be a transfer of health insurance surplus. It was noted that all Veterans' benefits reimbursements are reviewed and approved by various agencies before the reimbursement process is complete. Mr. Boynton added that the state is getting more actively involved in this process.

Equipment Barn – Department of Public Services:

Mr. Holder explained that the original plan was for a new barn complete with administrative office space, which now may be a barn with minimal office space. If the majority of the administrative offices are in a different location, the cost of the barn is significantly reduced. Mr. Boynton reported that the Board of Selectman has set a cap on what the cost should be, cautioning that the cap is not necessarily what the total cost will be in the end. There is a possibility that there is space for administrative offices in the middle school. Over the course of the last few months, the DPS needs have been re-examined and re-evaluated. If the matter goes to 2015 Annual Town Meeting, it is possible the proposed office space could be rehabilitated by the autumn. Easy access for the public would be available and it would not interfere with school security.

The DPS Barn would feature space for equipment, space for servicing equipment, space for supervisors, a meeting room, and storage space for supplies and material. A main focus of a new barn is to be able to store all equipment out of the elements to retain as long a life span as possible. Mr. Holder reported that soil borings and water testing were performed at the former landfill site. Not all the results are in but DPS will be meeting with DEP to review them. The existing building on the parcel cannot be rehabbed, but could be demolished and a new building constructed. Discussion followed on potential construction estimates. It was reiterated that the original estimates included administrative office space, which, if located elsewhere, brings the cost down significantly.

Ms. Phillips reported on debt service schedules as well as existing capital requests such as fire engines, small school projects, and the like. In every case, the Town would be able to finance the project without

debt exclusion, as a lot of existing debt will drop off in 2016. She estimated \$500,000 in debt service will fall off then, an amount that would be tethered to roughly \$5 million.

Brief discussion followed. Mr. Boynton theorized that there may not be any free cash that could be applied to this project. At this time, there is \$500,000 which could be used toward design costs.

At this time, Chairman Rossi asked Mr. Boynton for a brief report on the Charles River Pollution Control District update that was presented at the Selectmen's meeting on January 5. Brief discussion followed.

Meals Tax Proposal:

The Committee reviewed three documents providing information on the Meals Tax, surrounding towns that have accepted it, and anticipated revenues on a quarterly basis.

Mr. Boynton explained that the Board of Selectmen will have it on its agenda soon with the intent to take it to Annual Town Meeting. He clarified that a Town Meeting vote is required to move it forward. The state authorization must be accepted so that they begin collecting the tax. The estimate is that Medway will get \$140,000 over a three-month period. If passed at TM, the first payment would be in the fall. The vote has to be in two parts, because the deposit account cannot be earmarked in the same motion as the initial vote. It is hoped that the funds will help offset the Town's contributions to the OPEB account.

Mr. Lagan expressed concern that this \$140,000 is a small amount toward a huge liability of \$40 million necessary for the OPEB trust. Ms. Phillips responded that the DOR is more interested in seeing that the Town is putting money into the account on a regular basis, and this is a way to ensure regular contributions. This will also help to maintain the Town's bond rating. Discussion followed. It was suggested that, if this is approved, the Town itself could get more of a benefit as the OPEB contribution would be coming from a source other than the municipal budget. reduced. Once authorized, the appropriation would have to be renewed annually.

CPC Funding – Playgrounds:

Selectmen Glenn Trindade explained that CPC funds could be used to develop/upgrade playground space and equipment in Medway. He noted that some parents drive to Hopkinton to the EMC Park as there are age-appropriate playgrounds where children are separated by age and they are seeking play areas for younger children. He noted that he met with CPC, and information is being collected on equipment costs.

Another idea was to create a brand new playground at Idylbrook Field at an estimate cost of \$175,000. Another concept is that the playground could be in an area in the middle of all the fields, an area that is not currently being used. At this time, Choate Park is an infant/toddler park, while other parks are more suited to older children. Discussion followed on other locations, possible improvements to existing equipment, suitability for particular ages, and related topics. Selectman Trindade indicated that he is optimistic the matter can be ready for the 2015 Annual Town Meeting Warrant.

Municipal Finance 101 Workshop:

At this time, Mr. Boynton reported that he is trying to arrange for the Department of Revenue to come in to present a Municipal Finance 101 Workshop.

Annual Town Reports – Assignments:

For the benefit of new members, Mr. Rossi distributed copies of last year's reports. Responding to a question from Chairman Rossi, Mr. O'Neill explained that the reports are based on liaison assignments. Members typically take the previous report and update the numbers that might be included, as well as goals, purchases, etc. These reports are printed in the Annual Town Meeting booklet so are not due for a few weeks. Chairman Rossi urged members to begin working on them in the meantime.

Liaison Reports:

Mr. Ashok reported that there is a new Trustee for the Medway Public Library. He noted that the space formerly used by the Medway Players is now available, and it could be converted into a meeting room, craft room or printer room for the computers. Right now it is used for the book sale. Dehumidifiers are currently being used to help condition the space while improvements are being considered. They were not able to increase the hours yet, and the part-time director left for a position in Utah.

Ms. Hillery reported on the Community Preservation Committee, noting that the first meeting of the year was a dinner meeting at the Thayer Homestead with a presentation. Representatives from other towns with a Community Preservation Committee were present. The speaker presented ideas about potential uses as well as the things that funds are allowed to be used for by law. He suggested that permanent restrictions be placed on the properties acquired with CPC funds to protect them.

Mr. Schroeder reported that he has reached out to the Police and Fire Chiefs, and will get together with them in the coming weeks. He has not attended any meetings of the Health and Human Services groups since the last meeting.

Mr. Alessandri reported he will attend a meeting of the School Budget Advisory Group tomorrow night where a large part of the agenda will be focused on the search for a new school Superintendent.

Ms. Hoffman stated the Capital Improvement Planning Committee (CIPC) will be holding another meeting tomorrow night at which time they will hear from the Police Department, Fire Department, Planning Board and others with regard to their requests.

Approval of Minutes:

The Committee reviewed draft minutes from October 22, 2014.

Ms. Hoffman moved that the Finance Committee approve the minutes of October 22, 2014, as amended; Mr. Schroeder seconded. No discussion. VOTE: 8-0-0.

At 9:15 PM Mr. Jeff O'Neill moved to adjourn; Ms. Meghan Hoffman seconded. No discussion. VOTE: 8-0-0.

Respectfully submitted,
Jeanette Galliardt
Night Board Secretary



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February 11, 2015 -- 7:00 PM
Town Hall, Sanford Hall
155 Village Street

Present: Frank Rossi, Chairman; Chris Lagan, Vice-Chair; Barry Schroeder, Clerk; Rohith Ashok, Ellen Hillery, Jeff O'Neill, Meghan Hoffman, Todd Alessandri, and Jim Sullivan. It is noted that Mr. Jim Sullivan participated remotely and had completed the appropriate paperwork.

Also Present: Michael Boynton, Town Administrator; Melanie Phillips, Finance Director; Sue Ellis, Director, Human Resources, John Givner, Veterans' Agent; John Foresto, Selectman.

At 7:06 PM Mr. Ashok moved that the Finance Committee open a public hearing for the purpose of hearing public comments relative to the Special Town Meeting Warrant; Mr. Sullivan seconded. No discussion. VOTE: 9-0-0.

Chairman Rossi asked those assembled if anyone from the public had any questions or comments on any of the financial articles in the Special Town Meeting Warrant. No one from the public was present.

At 7:07 PM Mr. Ashok moved to close the public hearing; Mr. Schroeder seconded. No discussion. VOTE: 9-0-0.

Chairman Rossi called the regular meeting of the Finance Committee to order at 7:09 PM.

Review of Debt/Debt Service – Finance Director

The Committee reviewed a list of borrowing amounts.

Present: Melanie Phillips, Finance Director.

Ms. Phillips handed out a document that reflected debt service for permanent debt including dates, amounts, interest amounts, and date the debt "falls off". She indicated the entire amount of the replacement windows for the McGovern School needs to be appropriated, but a lesser amount will be bonded. \$1.3 million needs to be approved at Town Meeting. In conclusion, she reviewed the list of borrow dates listed in the document.

Review -- Special Town Meeting Warrant:

The Committee reviewed the final Special Town Meeting Warrant.

At this time, the Finance Committee discussed the Warrant Articles with individuals who were there to answer questions.

Article 1 – McGovern School Window/Door Replacement

There were no questions other than previously expressed in the debt service discussion. Brief discussion followed on the usable life of the McGovern School and associated improvements. Mr. Boynton reported that the bid went out today and a final estimate figure should be available by Special Town Meeting.

Article 3 – Transfer: Veterans’ Benefits

Mr. John Givner, Veterans’ Agent, stated this budget is too low. The caseload is fairly consistent, but it is still rising a little. He noted that medical reimbursement is what generates the increase in benefits.

Responding to a question from Chairman Rossi, Mr. Boynton stated that he would love to be able to budget it as a line item, but it is difficult to predict how much will be needed, much like the Snow and Ice Budget. We still want to handle the account and claims as they come in and address it going forward. We knew we had a STM coming and could predict a shortage by year end so opted to handle it at STM. By using this account, it does not put strain on the reserve fund. If we were to add \$30,000 for these claims, those funds would have to be taken from somewhere else. Brief discussion followed on the nature of the claims, number of veterans, Medway’s unique demographic base of veterans, and eligibility for reimbursement.

Article 2 – Home Rule Petition – Redevelopment Authority

Mr. Boynton briefly explained the eminent domain process, associated appraisals, and various steps. When there is an “owner unknown” status, the Town has to appropriate the full amount of the appraisal up front, it sits and waits, and if not used for the appraisal, the funds become the property of the Commonwealth. Discussion followed.

Article 4 – Health Care Reimbursement Account

Mr. Boynton explained that the original \$60,000 that was set aside three years ago is down to \$5K. That amount may not be enough to get to the end of the fiscal year. Ms. Sue Ellis, Human Resources Director, explained that, when the Town switched from a plan through MIIA to Harvard Pilgrim, the Town saved \$300,000. There are currently some large cases being handled.

Article 5 – Chap. 90 Funding Allocation to Rt. 109 Project

Mr. Boynton explained that the Town is required to have an article appropriating the funds that will be specifically used for the Route 109 Project. It is declaring the intent to use it for this purpose. Chairman Rossi asked what the balance in the account is right now. Mr. Boynton stated he will get the information from Mr. Holder.

Article 6 – Bylaw Amendment: Sewer Extension Moratorium

Mr. Boynton explained that the moratorium is designed to put a hold on new sewer lines or extending lines until it is known what the sewer capacity is. This will not apply to individual connections to existing sewer lines. Responding to question from Mr. Ashok, he stated that having a bylaw makes the process enforceable, otherwise property owners might insist on a new connection and threaten litigation if not done. Selectman Foresto explained that an increase in capacity can be purchased from a community that has excess capacity. Mr. Boynton theorized that this measure shows the DEP and Charles River Pollution Control District that the Town is serious about protecting the capacity we currently have. A vote at Town Meeting also indicates that the residents are behind the Town’s intent.

The measure can be reversed by a return to Town Meeting to repeal the bylaw. It is anticipated that the bylaw may need to be in place for 3 – 5 years. Discussion followed. Concern was expressed that this measure may significantly prevent development.

Upcoming Meetings: Mr. Boynton reminded members of the Finance 101 Workshop on March 12. Discussion followed on other meetings that week, i.e., March 9 is the Special Town Meeting, and the Finance Committee will meet briefly beforehand. March 11 is the date for the regular monthly meeting of the Finance Committee. Ms. Hoffman reported that the Capital Improvement Planning Committee wants to attend the March 11 meeting.

Meals Tax Proposal

This discussion topic was postponed until a future meeting.

Vote –Snow and Ice Budget, Deficit Funding:

Mr. Boynton reported that the Snow and Ice budget has been depleted for FY15 and needs approval to get additional funding. It is possible that reimbursement may be available from the State if the appropriate criteria is met for the snowstorms. Brief discussion followed.

Ms. Hoffman moved that the Finance Committee approve deficit funding for the FY15 Snow and Ice Budget, as presented; Mr. Alessandri seconded. No discussion. VOTE: 9-0-0.

Chairman's Report:

Chairman Rossi reported he attended the Selectmen's meeting last week. There was discussion that the Town is taking over maintenance of all athletic fields.

Clerk's Report:

Mr. Schroeder, Clerk, reported there was no change in the Finance Committee Reserve Fund account from the last report; there is still a balance of \$100,000.

Liaison Reports:

Ms. Hillery reported that she attended the last meeting of the Community Preservation Committee, but there was not a quorum, and the meeting was cancelled.

Mr. Ashok stated that the Medway Public Library has projected \$18,000 to prepare the extra room for use though there is no real plan for its use yet.

Mr. Alessandri reported that the School Department budget is in. He theorized that it is a level service budget for the most part. Discussion on technology needs, proposed class sizes, etc.

Ms. Hoffman reiterated that the Capital Improvement Planning Committee is interested in meeting with the Finance Committee at the March 11 meeting.

Review of Minutes:

Review of the meeting minutes from January 11, 2015 was postponed.

At 8:42 PM Mr. O'Neill moved to adjourn; Ms. Hoffman seconded. No discussion. VOTE: 9-0-0.

Respectfully submitted,
Jeanette Galliardt
Night Board Secretary



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March 9, 2015 – 6:30 PM
Presentation Room – Medway Middle School
45 Holliston Street

Present: Frank Rossi, Chairman; Chris Lagan, Vice-Chair (6:35 PM); Barry Schroeder, Clerk; Todd Alessandri, Rohith Ashok (6:48 PM), Ellen Hillery, Meghan Hoffman, and Jeff O'Neill.

Absent: Jim Sullivan.

Others Present: Michael Boynton, Town Administrator; Tom Holder, Director, Department of Public Services; Selectman Dennis Crowley, Selectman Richard D'Innocenzo, Selectman Glenn Trindade.

At 6:33 Chairman Rossi called the meeting to order.

Finalize Finance Committee Recommendations:

The committee reviewed the following information: (1) Special Town Meeting Warrant, March 9, 2015; and (2) Memorandum, dated March 9, 2015, from the Medway Water and Sewer Commission.

Article 6: Bylaw Amendment: Sewer Extension Moratorium

It was noted that this article still needs the Finance Committee's recommendation. Selectman Crowley briefly reviewed the current status of Medway's flow with respect to the Charles River Pollution Control District, noting that this is a temporary moratorium until the Town's overall capacity can be evaluated. At this time he distributed a memorandum from the Medway Water and Sewer Commission which stated the moratorium had the Commission's full support.

Mr. Tom Holder, Director, Department of Public Services, explained the impact of the Chicken Brook project which reduced the Inflow and Infiltration (I&I) by 90,000 gallons a day. The inflow number reflects flow from sump pumps while the infiltration represents any breaks in pipes and flow from wetland areas. Any breach in pipes produces water that just gushes out. To stay within permitted capacity, I&I must be reduced or the Town must purchase additional capacity from another community. The Town is mandated to do this through the existing permit.

Selectman Crowley theorized that the Town will likely purchase capacity in five or six years, and, in the meantime, continue to work toward bringing the I&I down and eventually eliminate the moratorium. The Exelon plant is also looking for additional capacity. Brief discussion followed.

Mr. Alessandri asked why this could not wait until Annual Town Meeting. Selectman Crowley responded that there are people who want to buy land and cannot develop it before a moratorium would be enacted in May, and that is not fair to those developers. Mr. Boynton added that it was better to do it now and not have the possibility of a moratorium hanging out there. Responding to a question from Mr. Lagan, Mr. Crowley stated that the moratorium can be lifted at any time with the approval and recommendation of the Water and Sewer Commission and the Charles River Pollution Control District.

Ms. Hoffman moved that the Finance Committee approve Article 6, as presented; Mr. Alessandri seconded. No discussion. VOTE: 8-0-0.

Assignment of Motions – Special Town Meeting:

The Board reviewed a list of Special Town Meeting motions prepared by Town Counsel.

After brief discussion, the motions were assigned as follows:

Article 1 – Chairman Rossi
Article 2 – Mr. Alessandri
Article 3 – Ms. Hoffman

Article 4 – Mr. Ashok
Article 5 – Ms. Hillery
Article 6 – Mr. Lagan

At 6:50 PM Ms. Hoffman moved to adjourn so that members could attend Special Town Meeting; Mr. Alessandri seconded. No discussion. VOTE: 8-0-0.

Respectfully submitted,
Jeanette Galliardt
Night Board Secretary



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March 11, 2015 -- 7:00 PM
Town Hall, Sanford Hall
155 Village Street

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

Absent: Jim Sullivan.

Also Present: Richard Boucher, Director, Information Services; Jeffery Lynch, Fire Chief; Allen Tingley, Police Chief; Dennis Crowley, Selectman.

Capital Improvement Planning Committee: Peter Sigrist, Chair; Jim Gillingham, Michelle Reed.

Chairman Rossi called the meeting to order at 7:00 PM.

CIPC Discussion and Review:

The Committee reviewed the list of items listed in Article 8 on the Annual Town Meeting Warrant.

Liaison to the CIPC, Ms. Hoffman stated this list is significantly reduced from where it started. Responding to a question from Chairman Rossi, Mr. Sigrist stated the CIPC starts with \$2 million, the submitted projects are prioritized and then the committee slowly slices away at the funds, based on what they believe will be available as free cash. Because the Snow and Ice budget needed an infusion of cash for this winter's expenses, the amount of free cash was greatly reduced.

Mr. Sigrist stated that a lot of bonding was done this year because free cash was not available for something like the purchase of an ambulance or fire truck. Some purchases have been made with free cash the past couple of weeks. It was noted that the cost for the library carpet seemed high. Selectman Crowley explained that a second quote was secured and it was even higher. The \$90K is for the whole building. Ultimately it is less expensive to do it all at once.

Mr. Alessandri asked if the sidewalk improvement list will be revisited after this winter. Selectman Crowley theorized that there may be DPS funds available from previous projects that could be used for some of the road repair. The Board's concern was that there is not enough money available for road and

sidewalk repair. Once we get the DPS barn behind us, we may go with a general bond for several million dollars to get a lot of roads and sidewalks repaired or replaced.

Regarding the sidewalk plow, it was noted that DPS purchased two pre-owned ones, one of which doesn't work. It will be used for parts.

Mr. Alessandri reported that the flashing lights on the stop signs at Lovering were not working. Is there a way to be sure of the quality and how they work? Ms. Reed stated these stop signs have been installed at the intersection of Village and Franklin and there have been no significant accidents since that time.

Mr. Sigrist stated that over \$7 million in requests were submitted for FY16. He noted that the McGovern School windows article was pulled out for Annual Town Meeting.

Brief discussion followed on the request for the police radios and the upgrade of repeaters for improved signal that will reach to all areas of town.

General Budget Discussion

At this time, the Finance Committee reviewed sections of the proposed FY16 budget:

- Property tax revenue reflects a 4% growth; increase in salaries at the schools is due to some positions being recategorized; and a new School Finance person who is cleaning up the accounts and straightening out the records.
- There was brief discussion on fire department calls and overtime expenses.
- Increases for the Board of Health are for immunizations and physicals for staff.
- A new position for payroll administrator was requested, but is not funded at this point.
- The line item for Legal expenses was reduced by \$10,000 as Mr. Boynton indicated he is doing the negotiations with the units instead of using labor counsel during contract negotiations.
- Referring to MIS technology, Mr. Boucher reported no new positions are anticipated.
- The Town Clerk's budget was increased to cover costs of additional elections.
- It was noted that the salary for the Conservation Agent will come out of the salary line item instead of wetland funds (revolving account).
- The change in the Planning Department was the Community Development position that is now full time.

Fire Department – Chief Lynch

Chief Lynch reported he has requested two additional firefighters and two additional EMT's, noting that they would be cross-trained in each other's duties. The costs would be split between the Fire budget and the EMT budget. He stated that he has researched the number of emergency calls for the past few years, and discovered that the number of calls have increased by 13% each year. Most are emergency "I need help" kind of calls, furnace issue, gas leak, wellness check, falls, etc. Discussion followed on number of firefighters, schedules, long-term planning, overtime coverage, and in-house training,

Chief Lynch informed the Committee that the Department has acquired a structure that will be used for training. If members are interested in going into the building during the training, they should contact him so that the appropriate fire equipment can be fitted. The training session will be on March 28.

Police Department – Chief Tingley

Chief Tingley stated that his proposed budget is a level service budget. He briefly reviewed basic components including the need for additional vehicles, stressing the need for an ATV (All-Terrain Vehicle) which is important for use in wooded areas like trails inside resident communities or to answer calls of unauthorized ATV activity on private property. Brief discussion followed. It was suggested that

perhaps the Excelon facility might be interested in donating funds toward the ATV as there is so much wooded area on that property

Chief Tingley continued, noting that communication systems need to be upgraded as the new cruiser computers will be better mounted. He added that the existing ones are shaken up due to long time use. It is anticipated that repeaters for communication would be mounted on the water tower on Highland Street.

Regarding the increase in salaries, Chief Tingley noted that much of the increase is due to step increases. As always, overtime is a concern as there is increased court time due to requirements by the District Attorney.

FY16 Budget Discussion and Review:

The Committee reviewed a document entitled "Technology Services Summary".

Mr. Rich Boucher, Director, Information Services, stated that lots of things were replaced over the last couple of years. The budget steadily increased for software but not hardware. This is an attempt to satisfy those needs from an operational standpoint. With regard to a GIS administrator, that is a multi-departmental position that will be utilized by the Conservation Commission, Board of Health, Information Services and Planning Department. That position was requested for FY15, but it was not funded.

Proposed purchases include Chromebooks and carts, desktop replacements, projectors, police cruiser computers, police phone system, the color printer/copier in the Town Administrator's office as well as security systems. These things total \$265,000. Overhead projectors at the schools are around 11 years old, but still work. The light bulbs, however, are very expensive, costing over \$200 each. Discussion followed on students bringing their own devices, parent feedback, and related budget matters.

Mr. Boucher briefly reviewed the Fiber Metro Area Network, Server Virtualization, Software and Applications, Infrastructure Hardware/Services listed in the Purchase Summary. Discussion followed on Virtual Town Hall versus First Class for the Town website.

Regarding a credit of \$135,000, Mr. Boucher explained that it was a payment from Comcast to be released from their agreement.

Selectman Crowley noted that the Board of Selectmen is trying to eliminate the Schools using the circuit breaker funds for technology purchases and mainstreaming the IT purchases through the annual budget.

Upcoming Meetings

Discussion followed on meetings necessary to finish budget discussions. It was decided that one meeting should be before the next monthly meeting. Mr. Boynton suggested that Department of Public Services and Medway Public Library be invited to that meeting as they could speak to Annual Town Meeting articles as well. He suggested that the Finance Committee meet with the Economic Development Coordinator and the Planning Coordinator, as well as have a discussion on the proposed meals tax. Selectman Crowley reported he is waiting for additional information on the meals tax from the Finance Director. After members checked their availability, it was decided to meet on Wednesday, March 18. Chairman Rossi will check with Mr. Lagan and Mr. Sullivan on whether they can attend.

Clerk's Report:

Mr. Schroeder, Clerk, reported no changes in the Finance Committee Reserve Fund.

At this time, invoices from Gatehouse Media and W.B. Mason were considered.

Mr. O'Neill moved that the Finance Committee pay an invoice from Gatehouse Media in the amount of \$69.85; Mr. Ashok seconded. This was for the publication of the public hearing notice for Special Town Meeting. No discussion. VOTE: 7-0-0.

Ms. Hillery moved that the Finance Committee pay an invoice from W.B. Mason in the amount of \$41.67; Mr. Rohith seconded. This was for the purchase of the budget binders. No discussion. VOTE: 7-0-0.

Terms Expiring

At this time, Ms. Galliardt reminded committee members that the terms of Frank Rossi, Barry Schroeder, and Meghan Hoffman will expire on June 30. She asked them to consider whether they are interested in seeking reappointment and if not interested, mention potential vacancies to friends and neighbors who might be interested in serving.

Liaison Reports:

Due to the lateness of the hour, liaison reports were postponed.

At 9:15 PM Ms. Hoffman moved to adjourn; Mr. Ashok seconded. No discussion. VOTE: 7-0-0.

Respectfully submitted,
Jeanette Galliardt
Night Board Secretary



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March 18, 2015 -- 7:00 PM
Guidance Area -- Medway High School
88 Summer Street

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

Absent: Barry Schroeder, Clerk; Jim Sullivan.

Also Present: Michael Boynton, Town Administrator; Tom Holder, Director, Department of Public Services; David D'Amico, Deputy Director, Department of Public Services; Margaret Perkins, Director, Medway Public Library; John Foresto, Selectman.

Chairman Rossi called the meeting to order at 7:02 PM.

Continued FY16 Budget Review:
Department of Public Services

Present: Mr. Tom Holder; Mr. David D'Amico.

A personnel study was conducted to itemize details on each position. Position functions change a little from year to year, but there is little fluctuation in the percentages. The budget figures for salaries assume that the vacant positions will be filled.

Regarding a Town Engineer, Mr. Holder reported that DPS currently relies on consultants a lot and their rate is about three times what an engineer's salary would be. With an individual who had the right qualifications, we would significantly decrease the need to outsource project management tasks. Brief discussion followed. Hiring a Town Engineer is something the Town will consider in the future.

Regarding personnel changes, the Building department is converting a half-time position to a full FTE, two additional parts-time positions from Parks for field work, and two additional full-time positions in Water and Sewer for a total of 4.5 new FTE.

Brief discussion followed on the maintenance of the athletic fields. Mr. Holder stated they are already scheduling groups for the fields, and the demand is incredible. With a useful life of 10-12 years for the

new turf, a revolving fund will be set up for each field, and at the end of those ten years, there could be enough to pay for a replacement turf when it becomes necessary. Maintenance costs will come out of regular budget and not out of the revolving funds. Brief discussion followed on staggering use of the fields by degree of use, tournaments, and the like.

Snow and Ice Budget – Final costs was \$765,000 and a \$425,000 budget. Some of the storms may be declared emergency situations which would allow eligibility for reimbursement of associated costs at a rate of 75%. Reimbursement could be as much as \$340,000, depending on whether a four-week storm period qualifies. Brief discussion followed. Mr. Boynton cautioned that any reimbursement received will likely come in as an undesignated receipt (general revenue) in FY16 and will fall to free cash.

General discussion followed on the following:

- Enterprise Funds – Sewer and Water
- Sewer betterment transfer – Annual receipts are transferred each year at ATM into Sewer retained earnings. If a property is sold, the betterment must be paid in full.
- Automated curbside recycling – Over 200 households have two or three recycling carts; costs associated with the additional carts as well as the additional cost to collect those recyclables. The conventional program would cost \$107,000, and this is far less. Some private haulers no longer offer services in Medway because they don't want to offer recycling.
- Maintenance of the sewer system
- Fulfilling requirements of 2003 Mass DEP Stormwater Permit
- Roadway repairs as a result of the winter
- Capping the landfill

Medway Public Library

Present: Margaret Perkins

Ms. Perkins explained that the increase in salaries reflected increasing the part-time Children's Department librarian from 20 hours per week to 40 hours per week. This individual has established many new programs, filling the story hour every week. She participated in the Summer Reading kickoff and visited schools. Story hours are separate ones for toddler age and pre-school age, each with 18-20 children.

Ms. Perkins reported that the library is required to spend 16% of its \$337,000 budget on books and other materials as mandated by the Massachusetts Library Trustees. E-books are included in the books and periodical line item. She noted that the library was not certified for several years, and purchases were made from donations. Based on the proposed FY16 budget, we will have to spend \$54,000 on materials, while donated funds are typically used for "extras". The library also gets approximately \$11,000 in state aid. It was noted that there have been warrant articles for library purchases the past couple of years. Ms. Perkins stated that failure to meet the state level of 16% could result in a loss of certification, and getting it back can take a couple of years.

Attendance at the library has totaled approximately 70,000 visits during a year. With the proposed budget the library can open at 10 AM every day, and be open until 8 PM Monday through Thursday.

Responding to a question from Mr. Lagan about the Sunshine Camp, Mr. Boynton stated that it is a separate organization, a non-profit group that provides summer programs for special needs children.

Referring to a now-available basement area, Ms. Perkins stated there was talk about turning it into a technology work room for computers with CAD programs and a 3D printer, similar to the STEM program at the high school. A dehumidifier was installed a few days ago. A broadcast studio will also be installed. This allows adults to be on hand when students are using the studio, which isn't always the case now.

New carpeting for the entire building will cost around \$90,000.

Remainder of the budget

Mr. Boynton was available to answer questions on the rest of the budget. The budget was reviewed line by line, with brief discussion on the following areas:

- Increase in building permits, as well as plumbing and wiring permits
- New administrative assistant for DPS when the department moves to the middle school
- Council on Aging
- Veterans Services
- Tax title process – process the Finance Director uses to process delinquent tax parcels
- Cherry sheet offsets
- Cherry sheet charges for Norfolk County Tax, RMV fees, MBTA charges, GATRA funding, etc.
- Overlay Account – amount that is required by Board of Assessors to meet abatements, exemptions and credits.
- Enterprise IDC offset – For indirect costs not supported by the Enterprise account such as health insurance for a firefighter hired through the Ambulance Account.
- Thayer Homestead – Discussion on finishing the barn, increased bookings, trails, Route 109 redesign, changing the focus of the park, and dredging the pond.
- Medway Family Day – Total cost is around \$30,000. Additional funds come from private parties.
- Health insurance
- Retirement
- Salary reserve

Regarding the Finance Committee Reserve Fund, Mr. Lagan expressed concern that, if there is ever a situation where the reserve fund is tapped out, there will not be any funds to bail out the groups like Fire and Veterans Services who rely on it for transfers throughout the year. Mr. Boynton responded that transfers can be enacted at Special Town Meeting from one line item to another if necessary.

Brief discussion followed on the School Budget Advisory Committee. Mr. Alessandri reported that the last meeting was cancelled and it has not been scheduled. One update was a decrease in money from the Governor's budget of approximately \$75,000. Mr. Alessandri theorized that there was little concern over the budget, hence, the lack of urgency in rescheduling the meeting.

Discussion followed on when to hold the public hearing for both the Special Town Meeting and Annual Town Meeting and to schedule another meeting to complete budget review and consider the warrant. The next meeting will be scheduled for April 1 to meet with the School Department, and the public hearing will be on April 8.

Chairman Rossi reminded everyone of their reports for the Town Report. They are due by April 10.

Reports:

Due to the lateness of the hour, Chairman's report, Clerk's report and liaison reports were postponed.

At 9:04 PM Ms. Hoffman moved to adjourn; Mr. O'Neill 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

April 1, 2015– 7:00 PM
Medway High School Library
88 Summer Street

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

Absent: Barry Schroeder, Clerk; Jim Sullivan.

Also Present: Michael Boynton, Town Administrator; Selectman John Foresto.

Medway Public Schools: Superintendent Judith Evans; Dr. Armand Pires, Assistant Superintendent; Don Aicardi, Director of Finance and Operations; and Diane Borgatti, Chair, School Committee.

Chairman Rossi called the meeting to order at 7:03 PM.

Discussion – School Department Budget:

Present: Dr. Judith Evans; Don Aicardi.

As liaison to the School Department, Mr. Alessandri explained that there was a huge jump in salaries for FY16 from FY15, noting that some positions were reclassified. Many of the dollar amounts presented in the budget as actuals were pulled directly from MUNIS. Brief discussion followed. Mr. Alessandri will get the breakdown and send it to members.

Dr. Evans stated she could not answer questions from the prepared report as it was not her report. She explained that, with regard to special education, the personality of the student weighs heavily on the staff who will be working with him/her. Staff is shifted around to accommodate those students. She noted that some staff members are contract employees, not salaried, and as those contracts are negotiated, those salary figures go up and down each year.

Brief discussion followed on test scores, administrative costs of standardized testing, transportation, students with disabilities, specialized educational plans, collaboratives, current and projected student populations. Dr. Evans noted that class sizes were larger when she came to Medway seven years ago.

Dr. Evans explained that they to educate students in-district so have created programs with that in mind. However, in a small community like Medway, there are students who come in from outside, have behavior issues that we cannot address at school and are often hospitalized. That is the kind of student who may leave in the middle of the year, possibly to become part of a special program and specialized plan. What we try to do is evaluate each student and give it our “best guess” as to whether that student may be returning for the next school year. Responding to a question from Mr. Lagan, Ms. Evans stated there are currently 2,450 students in the district, and 38 of those are the ones with these kinds of unique situations.

Responding to a question from Chairman Rossi about the solar arrays, Dr. Evans stated that Mr. Verdolino had been involved in discussions to consolidate electric services. He has since left the Medway Public Schools. Now we would like to consider an arrangement for gas (heat) as well. This year we had a very conservative number allocated for utilities, and it is likely that we will not expend the full amount this year. Mr. Aicardi added that, on the basis of those initial discussions, the contract would be with a consortium. Based on actual usage, he has opted to decrease the dollar figure for natural gas and electricity. Savings from the solar panels are just beginning to come in. While there are still a number of issues to be worked out, the projected savings may be around \$65,000. Brief discussion followed.

Chairman Rossi asked how the schools plan to handle the fields going forward, i.e., shifting some funds for the Town to maintain the fields. Dr. Evans responded that it is a complicated issue, noting that they will still be doing the mowing around the schools and there are also some shared costs involved in maintaining the fields. Hanlon Field fees were deposited into a revolving fund with the intent to fund a new turf field. There are associated costs not covered by fees such as the concession stand, heat for the restrooms, etc. The turf fields do not require a lot of maintenance, but there is trash and other cleanup duties performed by custodians. We have all the equipment for mowing around the school, but our maintenance people are not landscapers. So there are tasks that need more direct oversight than just moving the grass. The grass can grow six inches over the summer. Discussion followed on proposed improvements such as the speaker system upgrade, enclosing the bottom of the bleachers, etc. Ms. Evans reported that, in an effort to keep that account balance up, they did not charge any expenses against the revolving account.

Referring to school choice, Mr. Alessandri asked if there was a plan between now and the end of the year to draw down school choice. Dr. Evans responded that the agreement was that we would retain no more than \$500,000 in School Choice. Right now we have over 70 students. Our annual target is to bring in around \$400,000 in on school choice. The School Committee has a list of initiatives with associated dollar figures, and there are no plans to move forward with any of them. An unanticipated expense is \$45,000 is to do a temporary fix on the McGovern School driveway as well as repair broken pavement in the parking lot caused by frost heaves. These funds will come from School Choice as will the funds to do improvements at Burke Memorial School. Discussion followed, noting that circuit breaker funds are still unknown. It was noted that the School Department may have a better handle on the School Choice figures in five or six weeks. Mr. Boynton added that the Town will likely be contributing some funds toward the paving projects.

Discussion followed on factors affecting retiring staff members, eligibility, impact on hiring, and other reasons why staff leave.

Chairman Rossi thanked Ms. Evans and her colleagues for coming to the meeting, as well as expressing appreciation for working with her during her tenure as Superintendent. Ms. Evans will be leaving Medway Public Schools to pursue another opportunity.

Mr. Boynton stated there was a revised summary that came out yesterday. He noted that the figures are actuals pulled from MUNIS. The “bottom line” is accurate. He added that early retirement, “steps and lanes”, and energy savings are all factors that can affect the School Department budget. Mr. Alessandri explained that Mr. Aicardi is trying to match up the FTE with the MUNIS listing and has added notations as necessary within the report. Mr. O’Neill added that this report is much clearer and easier to understand.

Warrant Review:

The Committee reviewed revised Special Town Meeting and Annual Town Meeting Warrants, dated March 31, 2015.

Members briefly reviewed warrant articles with occasional discussion. Following discussion, the Finance Committee voted on each Annual Town Meeting article as follows:

Article 1 – ESCO: John – Mr. O’Neill moved that the Finance Committee recommend Article 1, as presented; Ms. Hoffman seconded. No discussion. VOTE: 7-0-0.

Article 2 – Operating Budget: Ms. Hoffman moved that the Finance Committee recommend Article 2, as presented; Mr. Ashok seconded. No discussion. VOTE: 7-0-0.

Article 3 – Water Enterprise Fund: Ms. Hoffman moved that the Finance Committee recommend Article 3, as presented; Mr. Ashok seconded. No discussion. VOTE: 7-0-0.

Article 4 – Sewer Betterment Stabilization: Mr. O’Neill moved that the Finance Committee recommend Article 4, as presented; Ms. Hoffman seconded. No discussion. VOTE: 7-0-0.

Article 5 – Sewer Enterprise Fund: Mr. O’Neill moved that the Finance Committee recommend Article 4, as presented; Ms. Hoffman seconded. No discussion. VOTE: 7-0-0.

Article 6 – WHAT -- Mr. O’Neill moved that the Finance Committee recommend Article 6, as presented; Ms. Hoffman seconded. No discussion. VOTE: 7-0-0.

Article 7 – Ambulance Enterprise Fund: Ms. Hoffman moved that the Finance Committee recommend Article 7, as presented; Mr. Alessandri seconded. No discussion. VOTE: 7-0-0.

Article 8 – Free Cash: Mr. Hoffman moved that the Finance Committee recommend Article 8, as presented; Mr. Ashok seconded. No discussion. VOTE: 7-0-0.

Article 9 -- Borrowing: Capital Projects: Ms. Hoffman moved that the Finance Committee recommend Article 9, as presented; Mr. Ashok seconded. No discussion. VOTE: 7-0-0.

Article 10 -- Repurpose Monetary Articles: Water Enterprise: Ms. Hoffman moved that the Finance Committee recommend Article 10, as presented; Mr. Alessandri seconded. No discussion. VOTE: 7-0-0.

Article 11 -- Borrowing: Water Enterprise – Brentwood: Ms. Hoffman moved that the Finance Committee recommend Article 11, as presented; Mr. Alessandri seconded. No discussion. VOTE: 7-0-0.

Article 12-- Repurpose Monetary Articles: Sewer Enterprise: Ms. Hoffman moved that the Finance Committee recommend Article 12, as presented; Mr. Alessandri seconded. No discussion. VOTE: 7-0-0.

Article 13 -- Borrowing: Sewer Enterprise – Inflow & Infiltration: Mr. O'Neill moved that the Finance Committee recommend Article 13, as presented; Mr. Lagan seconded. No discussion. VOTE: 7-0-0.

Article 14 -- Appropriation: Medway Family Day: Mr. O'Neill moved that the Finance Committee recommend Article 14, as presented; Ms. Hoffman seconded. No discussion. VOTE: 7-0-0.

Article 16-- Borrowing: Design and Project Management Services for New DPS Facility: Ms. Hoffman moved that the Finance Committee recommend Article 16, as presented; Mr. Todd Alessandri seconded. No discussion. VOTE: 7-0-0

Article 17 -- Borrowing: Non-Participatory Items Associated with Route 109 Project: Ms. Hoffman moved that the Finance Committee recommend Article 17, as presented; Mr. Todd Alessandri seconded. No discussion. VOTE: 7-0-0.

Article 18 -- Appropriation: Thayer Property Operations: Ms. Hoffman moved that the Finance Committee recommend Article 18, as presented; Mr. Ashok seconded. No discussion. VOTE: 7-0-0.

Article 19 Revolving Accounts: Annual Authorization – Ms. Hoffman moved that the Finance Committee recommend Article 19, as presented; Mr. Ashok seconded. No discussion. VOTE: 7-0-0.

The Finance Committee took no action on the following zoning articles:

- Article 23 -- Acceptance of Sidewalk Easement
- Article 24 -- Zoning Bylaw Recodification
- Article 25 -- Amend Zoning Bylaw: New Sub-Section for Multifamily Housing

The Finance Committee is awaiting additional information on these articles (TBD):

- Article 15 -- Capital Project: Construct and Improve Playgrounds – CPC Funds. While this was proposed for the Idylbrook Field Playground, this article has been expanded to include other playgrounds in town. Ms. Hillery reported that, at an initial discussion at a CPC meeting, the feeling was that the CPC was not opposed to the concept, though the article was limited at Idylbrook Field at that time.
- Article 20 Appropriation: Community Preservation Committee
- Article 21 Acceptance of MGL chapter 64L, § 2 Local Option Meals Tax
- Article 22 OPEB Trust Funding from Meals Tax -- Brief discussion followed on whether this was the way to fund the OPEB contribution that is mandated by the Commonwealth, noting that this is a start and shows the DOR the Town is trying. It is also important to the auditors. Mr. Lagan theorized that the proposed revenue is unknown, and he believes it unlikely that those restaurant revenues can generate \$140,000 in meals tax. He suggested this tax not be tied to OPEB contributions, and offered to serve on a board that would consider other options.

Selectman Foresto stated the Board of Selectmen has looked at numbers from several communities for a number of years. The Board is confident that the number is fairly close.

The Board of Selectmen has to ratify the collective bargaining agreements referenced in Articles 27, 28, and 29.

Brief discussion followed on next week's meeting. Chairman Rossi reminded members that their submissions for Town Report are due next week.

Approval of Meeting Minutes:

The Committee reviewed draft minutes from November 10, 2014 and January 14, 2015.

Ms. Hoffman moved that the Finance Committee approve the minutes of November 10, 2014, as presented; Mr. Ashok seconded. No discussion. VOTE: 7-0-0.

Mr. Ashok moved that the Finance Committee approve the minutes of January 14, 2015, as amended; Ms. Hoffman seconded. No further discussion. VOTE: 6-0-1.

At 9:20 PM Ms. Hoffman moved to adjourn; Mr. O'Neill seconded. No discussion. VOTE: 7-0-0.

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

April 8, 2014 at 7:00 p.m.

Sanford Hall, Town Hall

Present: Chairman Frank Rossi; Members, Ellen Hillery, Chris Lagan, Todd Alessandri, Jim Sullivan (remotely), Meghan Hoffman, Barry Schroeder; Town Administrator Michael Boynton; Selectman John Foresto; Finance Director Melanie Phillips; and Town Accountant Carol Pratt.

At 7:08 p.m., Chairman Rossi called the meeting to order.

Public Hearing for May 11, 2015 Special and Annual Town Meeting Warrants:

At 7:10 p.m., Vice Chair Lagan moved to open the Public Hearing for the purpose of hearing public comments relative to the May 11, 2015 Special Town Meeting Warrant and Annual Town Meeting Warrant; Todd Alessandri second; No discussion; 6-0-0 (Barry Schroeder not present).

Chairman Rossi invited those present to make any comments relative to the May 11, 2015 Special Town Meeting Warrant and Annual Town Meeting Warrant. There were no comments.

At 7:11 p.m. Meghan Hoffman moved to close the Public Hearing; Todd Alessandri second; No discussion; 6-0-0 (Barry Schroeder not present).

May 11, 2015 Annual Town Meeting Warrant:

The Committee reviewed, discussed and voted on the following articles.

Article 15 (Capital Project: Construct and Improve Playgrounds – CPC Funds)

Town Administrator Boynton and Selectman Foresto reported that the proposal for the playground project was presented to the Community Preservation Committee (CPC) on Monday April 6, 2015. The CPC postponed any decisions on this matter until the fall. They want additional information before they make a decision. This article will be dismissed at the Annual Town Meeting. The Finance Committee does not need to vote on this article.

Article 20 (Appropriation: Community Preservation Committee)

This item is on the warrant every year. The Board of Selectmen has not voted on this article because the numbers were not finalized until Monday night. \$10,000 was added for the design development of the amphitheater. This project was put on hold in the fall but the CPC would like to move forward. The will be used for an engineering study to better understand the site and possible access points.

Meghan Hoffman moved that the Finance Committee approve Article 20 of the May 11, 2015 Annual Town Meeting Warrant; Todd Alessandri second; No discussion; 5-0-1 (Jim Sullivan abstained and Barry Schroeder was not present).

Article 21 (Acceptance of MGL chapter 64L, § 2 Local Option Meals Tax)

The Department of Revenue (DOR) has estimated that the meals tax would generate approximately \$140,000 in additional revenue for the Town. Finance Director Melanie Phillips said the DOR's

estimates are based on actual data. Town Administrator Boynton said the DOR estimated that Walpole would receive an additional \$360,000 in revenue if they imposed a local meals tax and in the first year they collected \$400,000. Finance Director Phillips reviewed the process for instituting the local meals tax. Selectman Foresto said Selectman Crowley has reached out to the owner of Restaurant 45 but they have not spoken. The Committee then discussed how Article 21 and Article 22 are linked. Vice Chair Lagan said he is not opposed to the local meals tax but he does not believe a portion of the revenue should fund the Other Post-Employment Benefits (OPEB) Trust. The Committee discussed what would happen if Article 21 passes but Article 22 does not. Town Administrator Boynton said the revenue collected from the meals tax would flow to the General Fund. He added that the anticipated revenue has not been built into the FY16 budget. He said that the Capital Budget was negatively impacted this year due to the snow and ice deficit and the revenue could be used to supplement this budget. Todd Alessandri said he thinks it is important for the two articles to be linked so that it is clear how the funds will be used. The Town has allocated a portion of Certified Free Cash to the OPEB Trust for the last three years. Vice Chair Lagan said there are three large projects coming online in the next several years and he thinks it is a better idea to use a significant portion of this revenue to fund the OPEB Trust. Selectman Foresto said that this item will need to be voted on each year at the Annual Town Meeting so the funding source could be changed in future years. Town Administrator Boynton said he, the Board of Selectman and the Town's finance team support Article 22. He added that the revenue from the projects that are coming online will likely not be realized until FY17 or FY18. He said something needs to be done for FY16 to address the concerns that were raised by the auditing firm. The Committee discussed the problem with not contributing anything to the OPEB Trust in FY16, including the Town possibly losing its AA+ stable bond rating. Finance Director Phillips said they were told it is possible for the Town to achieve an AAA bond rating if they continue on their current trajectory. The Town is undertaking several large capital projects over the next several years and maintaining their current bond rating is critical and will result in significant savings. Town Administrator Boynton said that every community in Massachusetts with the exception of Wellesley is faced with this issue. The residents of Wellesley approved an override to fully fund the OPEB Trust.

Todd Alessandri moved that the Finance Committee approve Article 21 of the May 11, 2015 Annual Town Meeting Warrant; Jim Sullivan second; No discussion; 5-2-0 (Meghan Hoffman and Chris Lagan opposed).

Article 22 (OPEB Trust Funding from Meals Tax)

The article asks the Town to allocate \$100,000 of the local meals tax revenue to the OPEB Trust. Chairman Rossi reminded the Committee that this item needs to be voted on every year. He asked if it is possible to use Certified Free Cash like in past years. Administrator Boynton said that the Town would need to wait until the end of the fiscal year and vote on it in the fall. The Committee also discussed what would happen if the Town did not collect \$100,000 in revenue from the local meals tax. Town Accountant Pratt said they could not transfer anything in excess of the revenue that was collected. The Committee discussed the article language and whether it needed to be revised. Administrator Boynton said the language does not need to be revised; the residents are voting on the intent of the article.

Todd Alessandri moved that the Finance Committee approve Article 22 of the May 11, 2015 Annual Town Meeting Warrant; Ellen Hillery second; No discussion; 4-3-0 (Meghan Hoffman, Jim Sullivan, and Chris Lagan opposed).

Article 23 (Acceptance of Sidewalk Easement)

Director of Economic & Community Development Stephanie Mercandetti and Planning & Economic Development Coordinator Susy Affleck-Childs joined the meeting to discuss the article. The property

owner of a small piece of sidewalk on Milford Street in front of Cumberland Farms needs to grant an easement to the Town.

Meghan Hoffman moved that the Finance Committee approve Article 23 of the May 11, 2015 Annual Town Meeting Warrant; Todd Alessandri second; No discussion; 7-0-0.

Article 24 (Zoning Bylaw Recodification)

Ms. Mercandetti and Ms. Affleck-Childs explained that funds were set aside at last year's Annual Town Meeting to recodify the Zoning Bylaws. The Town hired Judi Barrett to assist them with this project. The main goal was to streamline and reorganize the existing bylaws. The sections on enforcement and fines were revised. The fines were increased from \$25 to \$100 and are consistent with surrounding towns. Ms. Affleck-Childs said the bylaws were reduced by about 40-50 pages and are much more user friendly. She added that they identified additional content related work that needs to be addressed in the future.

Meghan Hoffman moved that the Finance Committee approve Article 24 of the May 11, 2015 Annual Town Meeting Warrant; Todd Alessandri second; No discussion; 7-0-0.

Article 25 (Amend Zoning Bylaw: New Sub-Section for Multifamily Housing)

This article proposes adding a new sub-section on multi-family housing. The group reviewed a map of the Town and the areas where this type of housing would be allowed. Ms. Affleck-Childs explained how the areas were determined, including being within reasonable walking distance of commercial areas. This sub-section would apply to structures with three or more units. Applicants would be required to apply for a Special Permit and go through a review process with the Planning & Economic Development Board. A structure could not have more than 12 units and a site could not have more than 40 units total. Language restricting limitations on bedrooms was removed per Town Counsel.

Meghan Hoffman moved that the Finance Committee approve Article 25 of the May 11, 2015 Annual Town Meeting Warrant; Todd Alessandri second; No discussion; 7-0-0.

Article 26 (Establishment of a Business Transition Zone)

An article expanding Commercial V was not approved previously. After discussions with property owners and abutters they determined they should create a new zone around Commercial V. Retail and drive thrus will not be permitted in the Business Transition Zone. Meetings have been held with abutters and many of their concerns have been addressed. Ms. Affleck-Childs said the structure must have residential character, including a residential style roof. The purpose is to create more commercial opportunities and further the goals of the Medway Master Plan. The Committee said they believe the new zone is a nice compromise. A traffic study will be done during the Site Plan Review. This article requires 2/3rd vote at the meeting.

Meghan Hoffman moved that the Finance Committee approve Article 26 of the May 11, 2015 Annual Town Meeting Warrant; Todd Alessandri second; No discussion; 7-0-0.

Article 27 (Funding of Collective Bargaining Agreement – Municipal Employees Union)

The figures were not finalized when the article was drafted but have since been settled and ratified. They will be read in the motion at the meeting. Administrator Boynton reviewed the figures with the Committee. Selectman Foresto congratulated Administrator Boynton and his team on their hard work.

Meghan Hoffman moved that the Finance Committee approve Article 27 of the May 11, 2015 Annual Town Meeting Warrant; Todd Alessandri second; No discussion; 7-0-0.

Article 28 (Funding of Collective Bargaining Agreement – Permanent Firefighters)

Administrator Boynton reviewed the figures with the Committee.

Meghan Hoffman moved that the Finance Committee approve Article 28 of the May 11, 2015 Annual Town Meeting Warrant; Todd Alessandri second; No discussion; 7-0-0.

Article 29 (Funding of Collective Bargaining Agreement – Police Association)

Administrator Boynton reviewed the figures with the Committee.

Meghan Hoffman moved that the Finance Committee approve Article 29 of the May 11, 2015 Annual Town Meeting Warrant; Todd Alessandri second; No discussion; 7-0-0.

Article 30 (Purchase Property Off of Winthrop St)

The Board of Selectmen worked with Town Counsel on this item in response to a Citizens' Petition. After the warrant was drafted the Town learned that the property owner submitted an application for site eligibility for a 40B development on this parcel. This article will likely be dismissed at the meeting.

Article 31(Citizens Petition: Purchase Wicket Property)

This article had to be placed on the warrant but was insufficient so the Board of Selectmen added Article 30. Due to the pending application for site eligibility for a 40B development, this article will likely be dismissed by the Town Moderator.

Article 32 (Citizens' Petition: Survey Property Off of Winthrop St)

This article had to be placed on the warrant but was insufficient so the Board of Selectmen added Article 30. Due to the pending application for site eligibility for a 40B development, this article will likely be dismissed by the Town Moderator.

Meghan Hoffman moved that the Finance Committee leave Article 30, Article 31, and Article 32 of the May 11, 2015 Annual Town Meeting Warrant as TBD; Todd Alessandri second; No discussion; 7-0-0.

Article 33 (Authorization to Negotiate Exelon PILOT)

This article allows the Board of Selectmen to negotiate a payment in lieu of taxes (PILOT) agreement with Exelon. The Town and Department of Revenue will need to approve the agreement. The Board of Selectmen met with Town Counsel last week to discuss the project and the process. If Exelon wants to expand further in the future they will need to enter into a separate agreement. This type of agreement is different from a non-profit PILOT.

Meghan Hoffman moved that the Finance Committee approve Article 33 of the May 11, 2015 Annual Town Meeting Warrant; Todd Alessandri second; No discussion; 6-1-0 (Jim Sullivan opposed).

Selectman Trindade joined the meeting.

May 11, 2015 Special Town Meeting Warrant:

Article 1 (Free Cash Transfer: Snow and Ice Deficit)

The article requests \$400,000 of Certified Free Cash to supplement the FY15 snow and ice budget, which will bring the total to \$825,000. The FY15 figure to date is \$770,000 and they are still waiting on some invoices. Any excess money will fall to free cash.

Meghan Hoffman moved that the Finance Committee approve Article 1 of the May 11, 2015 Special Town Meeting Warrant; Todd Alessandri second; No discussion; 7-0-0.

Article 2 (Free Cash Transfer: Street Acceptance Account)

The request is for \$15,000 of Certified Free Cash to continue working on the street acceptance process.

Article 3 (Transfer: Fire Dept. Overtime)

Funds were allocated for Fire Department training at the May 12, 2014 Special Town Meeting. \$9,238.95 remains and will be used to offset overtime.

Article 4 (Transfer: Memorial Committee)

\$4,000 will be transferred from the Legal Account to the Memorial Committee. There is a surplus in the Legal Account. The funds will be used to purchase street sign toppers to recognize local servicemen.

Article 5 (Reserve for Overlay Release)

Administrator Boynton said the Board of Assessors released \$269,000 in overlay surplus. A total of \$7,768.84 will be used to fund overlay deficits from several years.

Article 6 (Repurpose Monetary Article: McGovern Generator)

\$60,000 was previously allocated to this item. The request is for an additional \$40,000. The bids came in higher than expected and the cost is closer to \$100,000. The funds will be used to replace the generator at the McGovern School. The generator at the Burke School will need to be replaced in the future.

Article 7 (Repurpose Funds: Thayer Homestead Improvements)

There is approximately \$56,000 remaining. The funds will be used for several items, including rugs to improve the acoustics inside the building.

Article 8 (Prior Year Bills)

The funds will be used to pay outstanding NStar bills. Administrator Boynton said they are hoping to consolidate the accounts and simplify the billing process.

Article 9 (Extend Expenditure Deadlines –2014 Annual Town Meeting Article 7 – Various Projects)

Several projects are not completed and the expenditure deadlines need to be extended.

Article 10 (Idylbrook Guardrail)

This item has not been approved by the Community Preservation Committee (CPC) yet. Telephone poles are currently being used to keep vehicles off of the fields. The poles are beginning to rot. The cost for the new guardrails is \$27,500 and includes installation.

Meghan Hoffman moved that the Finance Committee approve Article 2, Article 3, Article 4, Article 5, Article 6, Article 7, Article 8, Article 9 of the May 11, 2015 Special Town Meeting warrant; Todd Alessandri second; No discussion; 7-0-0.

Meghan Hoffman moved that the Finance Committee leave Article 10 of the May 11, 2015 Special Town Meeting warrant as TBD; Todd Alessandri second; No discussion; 7-0-0.

Meeting Minutes:

Meghan Hoffman moved that the Finance Committee approve meeting minutes from February 11, 2015 as amended; Todd Alessandri second; No discussion; 7-0-0.

Meghan Hoffman moved that the Finance Committee approve meeting minutes from March 9, 2015 as amended; Todd Alessandri second; No discussion; 6-0-1 (Jim Sullivan abstained).

Meghan Hoffman moved that the Finance Committee approve meeting minutes from March 11, 2015 as amended; Chris Lagan second; No discussion; 6-0-1 (Jim Sullivan abstained).

Meghan Hoffman moved that the Finance Committee approve meeting minutes from March 18, 2015 as amended; Todd Alessandri second; No discussion; 5-0-2 (Jim Sullivan and Barry Schroeder abstained).

Meghan Hoffman moved that the Finance Committee approve meeting minutes from April 1, 2015 as amended; Todd Alessandri second; No discussion; 5-0-2 (Jim Sullivan and Barry Schroeder abstained).

Schedule:

The Annual Town Meeting is May 11, 2015. Todd Alessandri said he is not able to attend. The Finance Committee will meet before the meeting at 6:30 p.m. Jeanette will reserve a room for the meeting. The next Finance Committee meeting is scheduled for May 13, 2015. Chairman Rossi will follow-up with the Committee the week before to see if they need to hold this meeting.

The Clean Sweep event is this Saturday, April 11, 2015. Ellen Hillery said she is participating.

Sub-Committee reports are due to Chairman Rossi by Friday morning.

Invoice:

Chris Lagan moved that the Finance Committee approve the Gate House Media invoice in the amount of \$74.12; Todd Alessandri second; No discussion; 7-0-0.

At 9:26 p.m., Meghan Hoffman moved to adjourn; Chris Lagan second; No discussion; 7-0-0.

Respectfully submitted,
Michelle Reed



Town of Medway
FINANCE COMMITTEE

155 Village Street
Medway MA 02053

Tel: (508) 533-3200

Fax: (508) 533-3201

May 11, 2015 – 6:30 PM
Medway High School, Room 113-A
88 Summer Street

Present: Frank Rossi, Chairman; Chris Lagan, Vice-Chair; Barry Schroeder, Clerk; Members: Rohith Ashok; Ellen Hillery; Meghan Hoffman; Jeff O'Neill. Jim Sullivan (6:49 PM)

Absent: Todd Alessandri.

Also Present: Jeffrey Lynch, Fire Chief; John Givens, Veterans Agent; Mark Cerel, Town Meeting Moderator; Michael Boynton, Town Administrator; Selectman John Foresto; Selectman Dennis Crowley.

Chairman Rossi called the meeting to order at 6:34 PM.

Emergency Transfer Request – Fire Department

The committee reviewed an Emergency Transfer Request, dated April 30, 2015, from the Fire Chief.

Chief Lynch explained that the additional funding is necessary to cover overtime costs during this winter's snowstorms. \$33,431.01 is the amount needed but will be offset by \$9,000 previously allocated for training. Mr. Lagan stated that the request meets the criteria for emergency transfers as it was unbudgeted and unanticipated.

Mr. O'Neill asked about other snow/ice emergency funding requests which may deplete the Finance Committee Reserve Fund. Mr. Schroeder reported that the reserve fund has a \$100,000 balance. Chief Lynch stated he anticipated some funding coming from FEMA as reimbursement but it will not be received during this fiscal year. He added that calls have increased by 13% and more shortfalls are inevitable.

Ms. Hoffman moved that the Finance Committee approve the Emergency Transfer Request in the amount of \$24,192.03, as requested; Mr. Ashok seconded. No discussion. VOTE: 7-0-0.

Emergency Transfer Request – Veterans Services:

The committee reviewed an Emergency Transfer Request, dated April 30, 2015, from John Givner, Veterans Agent.

Mr. Givner explained the extra funds are necessary due to three caseloads with larger medical reimbursements. Mr. Lagan expressed concern that the Town does not fund enough money to this account, which forces frequent transfer requests.

Ms. Hoffman moved that the Finance Committee approve the Emergency Transfer Request from Veterans Services in the amount of \$12,000.00, as requested; Mr. Ashok seconded. No discussion. VOTE: 7-0-0.

Mr. Givner agreed that the account is underfunded, reporting that he expects to be “out of budget funds” by January 2016. Reimbursements from the state are delayed and the cycle repeats. Brief discussion followed.

Final Town Meeting Preparations:

The committee reviewed the 2015 Annual Town Meeting Warrant and the Special Town Meeting Warrant.

Discussion followed on procedures relative to the Citizens Petition. Mr. Mark Cerel, Town Meeting Moderator, explained that if a positive motion is not presented for Article 30, the article goes away by default.

The Town Administrator, Selectman Crowley, Selectman Foresto and Mr. Cerel exited the meeting room at 6:53 PM.

At this time Chairman Rossi assigned the motions for both Special Town Meeting and Annual Town Meeting to committee members.

Approval of Minutes:

Due to the lateness of the hour, review of the draft minutes from April 8 was postponed.

At 6:57 PM Ms. Hoffman moved to adjourn; Mr. Ashok 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

July 13, 2015 – 7:00 PM
Sanford Hall, Town Hall
155 Village Street

Present: Frank Rossi, Chair; Todd Alessandri; Rohith Ashok; Meghan Hoffman; Jeff O'Neill; Michael Schrader, and Jim Sullivan (participating remotely).

Absent: Ellen Hillery; Chris Lagan, Vice Chair.

Others Present: Michael Boynton, Town Administrator.

Chairman Rossi called the meeting to order at 7:08 PM. He announced that Mr. Sullivan was participating remotely via phone. The Remote Participation Request is filed with the meeting minutes.

Welcome New Member:

The committee welcomed new member Michael Schrader who is replacing Barry Schroeder. Board members introduced themselves. Mr. Schrader provided a brief background, noting that he is a 12-year resident of Medway and interested in giving back to the community.

Reorganization of Finance Committee:

There were no background materials.

Chairman Rossi stated he was willing to serve as Chair again. The committee briefly discussed roles and responsibilities.

Mr. O'Neill nominated Frank Rossi for Chair; Mr. Alessandri seconded. No discussion. VOTE: 7-0-0.

Mr. O'Neill nominated Todd Alessandri as Clerk; Ms. Hoffman seconded. No discussion. VOTE: 7-0-0.

Chairman Rossi nominated Chris Lagan as Vice Chair; Mr. Alessandri seconded. No discussion. VOTE: 7-0-0.

Budget Transfer Request – Snow and Ice Budget:

The committee reviewed a Budget Transfer Request from the Town Accountant.

Mr. Boynton explained that haulers near Boston were hauling snow every day, all day long. Our haulers had to go into Boston to pick up salt. Due to the backlog and delay in invoicing from the vendor, the invoices were late in coming to the Town, and budgeted funds had been used. He stated he preferred to do an inter-fund transfer rather than have it fall to a deficit budget. Brief discussion followed.

Ms. Hoffman moved that the Finance Committee approve the Budget Transfer Request in the amount of \$24,500 to cover late invoices for salt and sand reserves; Mr. O'Neill seconded. No discussion. VOTE: 7-0-0.

Update from the Town Administrator

Mr. Boynton briefly reviewed the overall financial position of the Town. He identified and explained many of the subtle nuances unique to Medway which was informational for Mr. Schrader and a good review for the rest of the committee.

Mr. Boynton updated the committee on specific projects or initiatives as follows:

- Exelon project – He provided a brief update on the process thus far. He encouraged members to meet with him if they have questions.
- Proposed 40B Development – This development is earmarked for the former Wickett property. There is a letter which Frank will send to Michael Schrader that explains the Selectmen's position.
- Salmon Health Senior Living Project – This project will include Independent Living and Assisted Living as well as a Memory Unit. The application is making its way to Planning Board.
- Route 109 Construction Project – This is proceeding on schedule.
- Media consultant – Ms. Dennehy will assist with Social Media and other forms of communication.

Initial Discussion of Liaison Assignments

The committee reviewed last year's assignments and briefly discussed changes. Ms. Galliardt will send out the following tentative list:

General Government (Board of Selectmen)	– Frank Rossi and Chris Lagan
Public Safety: Police and Fire	– Jeff O'Neill and Meghan Hoffman
Schools	– Todd Alessandri and Jim Sullivan
Health and Human Services	– Ellen Hillery and Rohith Ashok
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	– Michael Schrader and Meghan Hoffman
Planning Board	– Jim Sullivan and Rohith Ashok
Community Preservation Committee	– Ellen Hillery and Frank Rossi
Capital Improvements Planning Committee	– Meghan Hoffman and Chris Lagan
Economic Development Committee	– Chris Lagan and Michael Schrader
Redevelopment Authority	– Frank Rossi and Todd Alessandri

Members should contact Chairman Rossi to discuss any changes.

Review of FY16 Meeting Schedule

The committee reviewed a draft FY16 meeting schedule.

Chairman Rossi theorized that the August meeting will likely be canceled if there are no pressing agenda items. Mr. Alessandri reported that he will be out of the country for the September and October meetings. The regular meeting date for the November meeting falls on Veterans Day, November 11. After brief discussion, the committee selected Wednesday, November 4 for its November meeting. It was noted that this date may change relative to Fall Town Meeting. The final meeting schedule will be:

Wednesday, July 13, 2015
Wednesday, August 12, 2015
Wednesday, September 9, 2015
Wednesday, October 14, 2015
Wednesday, November 4, 2015
Wednesday, December 9, 2015

Wednesday, January 13, 2016
Wednesday, February 10, 2016
Wednesday, March 9, 2016
Wednesday, April 13, 2016
Wednesday, May 11, 2016
Wednesday, June 8, 2016

Reports from Chairman and Clerk

Reports were postponed.

Approval of Meeting Minutes:

The committee reviewed draft minutes from April 8, 2015 and May 11, 2015.

Ms. Hoffman moved that the Finance Committee approve the minutes of April 8, 2015, as amended; Mr. Ashok seconded. No discussion. VOTE: 6-0-1 – Schrader abstain as he was not present.

Ms. Hoffman moved that the Finance Committee approved the minutes of May 11, 2015, as drafted; Mr. Ashok seconded. No discussion. VOTE: 5-0-2 – Alessandri and Schrader abstain as they were absent.

Next Meeting:

The regular meeting of the Finance Committee will be on Wednesday, August 12, 2015, at 7:00 PM in Sanford Hall, Town Hall.

At 9:00 PM Mr. O'Neill moved to adjourn; Ms. Hoffman 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

September 9, 2015 – 7:00 PM
Sanford Hall, Town Hall
155 Village Street

Present: Frank Rossi, Chair; Chris Lagan, Vice Chair; Todd Alessandri, Clerk; Rohith Ashok; Ellen Hillery; Jeff O'Neill; and Michael Schrader (7:15 PM).

Absent: Meghan Hoffman, Jim Sullivan.

Others Present: Michael Boynton, Town Administrator; John Foresto, Selectman.

Chairman Rossi called the meeting to order at 7:05 PM.

Discussion – Fall Town Meeting Warrant Articles:

The committee reviewed a Letter dated August 25, 2015 from the Board of Selectmen.

Mr. Boynton provided an update on current year revenues, new growth and related topics. The Board of Selectmen will need to review the articles for Fall Town Meeting Warrant. Additionally, he reported that Melanie Phillips, Finance Director, will be retiring at the end of September. Town Accountant Carol Pratt will move into the role of Finance Director while retaining her Town Accountant duties and a new Treasurer-Collector will be sought. There could be some overlap when the new person comes on board.

At this time, Mr. Boynton stated he will likely need additional funds for legal expenses, noting that the proposed Exelon expansion project may necessitate considerable legal oversight. Invoices from July 1 – August 30 already total \$38,000. Additional consultants have been secured for specific types of review, including review of a PILOT agreement. He estimates that an additional \$25,000 may be necessary, but more may be required as time goes on. Responding to a question from Chairman Rossi, Mr. Boynton briefly described the project including the permitting process and oversight by Charles River Watershed Group, Conservation Law Foundation, Environmental Protection Agency and the Massachusetts Department of Environmental Protection. There will be continual review of all information submitted by Exelon throughout the process. The Town hopes to have consultants available at the October 21 informational meeting in order to answer questions that will come from residents.

There are a lot of projects relative to water supply and delivery that have been discussed over the past few years. Selectman Foresto explained that there are no plans to pass along any costs to the ratepayers, and advised that many discussions need to be held before any project goes forward. Chairman Rossi stated that residents need answers to their questions. Selectman Foresto concurred, noting that the Selectmen are asking the same questions. He expressed optimism that many questions may be answered at the October 21 meeting. While Exelon representatives are not invited to participate in the meeting, it is likely they will be in the audience. The meeting is for consultants to be available.

General Discussion:

Responding to a question about proposed increases in staff, Mr. Boynton briefly updated the committee on recent duties performed by the Fire Department that may necessitate an additional staff person. It is also important to get people cross-trained in the public safety departments as a shortage of one or two people makes a significant difference. Additionally, there are several individuals who will be retiring in the next few months in the Police Department.

Discussion followed on the proposed 40B project and its impact on the Town from the standpoint of increase in the school population, density in that neighborhood and impact on infrastructure. The project is still being reviewed by Mass Housing and would still have to go through review by the Zoning Board of Appeals.

An assisted-living facility proposed by the Salmon Group is being reviewed by the Planning Board. Updates should be available in the next month.

The Route 109 Construction Project has gone out to bid. The easements are being processed for those properties that will need utility poles or other structures installed. Mr. Boynton stated that it is planned to have one lane of traffic open on each side if possible. Traffic management will be a challenge to coordinate with other roadway projects around Town to minimize detours.

Brief discussion followed on the status of other roadways projects, proposed school projects, and need for a roof on the Thayer barn.

Chairman's Report:

Chairman Rossi stated he met with Selectman Crowley to discuss various things that have come before the Board of Selectmen. Borrowings, Cassidy Field improvements, proposed assisted-living facility, DPS moving to the middle school, and the proposed 40B project by Timber Crest LLC.

Clerk's Report:

Mr. Alessandri reported that he is reconciling the Finance Committee account, noting that the Finance Committee Reserve Fund still has its initial balance of \$100,000 intact.

Liaison Reports:

Ms. Hillery reported that the Community Preservation Committee is discussing a lot of potential projects, but there is nothing concrete to report on as yet.

Mr. Ashok reported that Medway Public Library is renovating the storage space, adding the area for the 3D printer which has been very popular. The renovation was able to retain a small amount of storage space.

Mr. Schrader stated that he has reached out to Tom Holder on DPS issues, and they will be meeting soon.

Review/Approval of Meeting Minutes:

The committee reviewed draft minutes from July 13, 2015.

Mr. O'Neill moved that the Finance Committee approve the meeting minutes of July 13, 2015 as presented; Mr. Ashok seconded. No discussion. VOTE: 5-0-2 – Ms. Hillery and Mr. Lagan abstained.

Upcoming Meetings:

The committee reviewed the following information: (1) Draft schedule of dates relative to Fall Town Meeting; (2) Letter dated August 20, 2015 from the Town Administrator; (3) FY16 Finance Committee Meeting Schedule; and (4) FY16 Liaison Assignments.

The next monthly meeting of the Finance Committee will be October 14 at 7:00 PM in Sanford Hall.

After brief discussion, it was decided to hold the Public Hearing to hear public input on financial articles on the Fall Town Meeting Warrant on Tuesday, October 20. The informational meeting on the proposed Exelon project will be on October 21.

At 8:30 PM Mr. O'Neill moved to adjourn; Mr. Lagan 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

October 14, 2015 – 7:00 PM
Sanford Hall, Town Hall
155 Village Street

Present: Frank Rossi, Chair; Chris Lagan, Vice Chair; Ellen Hillery; Meghan Hoffman; Michael Schrader, and Jim Sullivan.

Absent: Todd Alessandri, Clerk; Rohith Ashok; Jeff O'Neill.

Staff Present: Michael Boynton, Town Administrator; John Foresto, Selectman; Rich Boucher, Director, Information Technology; Bridget Graziano, Conservation Agent; Tom Holder, Director, Department of Public Services;

Others Present: Andrew Rodenhiser, Chair, Planning and Economic Development Board;

Affordable Housing Trust: Ann Sherry, Chair; Doug Havens, Community Housing Coordinator.

Chairman Rossi called the meeting to order at 7:01 PM.

Discussions/ Presentations – Fall Town Meeting Warrant Articles:

Article 15 – Affordable Housing Trust -- Ann Sherry, Chair; and Doug Havens, Community Housing Coordinator, were present. Ms. Sherry explained that the original bylaws were enacted with a number of control mechanisms with regard to spending, funds transfers, etc. as well as requiring Board of Selectmen approval. A particularly challenging one is the 10% of the amount transferred at Annual Town Meeting every year is not always sufficient to fund the Community Housing Coordinator's position and also maintain the funding formula. They would like to eliminate the 10% requirement in order to have more flexibility in use of funds. Mr. Boynton reported that this article has been reviewed by Town Counsel. Brief discussion followed.

Article 1 -- At this time, Mr. Boynton reported that free cash has not been certified. Article 1 features surplus funds to various accounts to cover anticipated expenses. He briefly reviewed the accounts and amounts, noting increases in salaries due to changes in job duties, new Public Information Officer, and

other absence and salary items. He emphasized the need for communication of information to the public in a timely and accurate manner. Selectman John Foresto concurred, noting that the Board has been trying to do that for years, but somehow the message is not getting out to the public widely enough.

Responding to a question from Chairman Rossi, Mr. Rich Boucher, Information Technology Director, stated that his role in the communications outreach effort will be to make certain that all the social media components are always in working order. His department is also charged with the responsibility of maintaining all the electronic devices throughout the Town. Mr. Boynton added that this effort is particularly important to inform residents of traffic detours and other safety-related issues. This media outreach can also be used to highlight departments, introduce new services, to remind residents of due dates for tax payments or election dates, and so on.

Police Department – There has been a vacancy since the first of the fiscal year. The individual is presently going through the civil service process and is prepared to attend the academy. Within the next two calendar years, there could be up to three senior level departures. Mr. Boynton stated that we do not want to have a large gap where there are vacancies and reported that Chief Tingley has decided to send a second person to the academy in order to stay up-to-speed.

Fire Department – To provide additional EMS coverage for fire, the department would like to have a person who would be available to fill in on an engine as well as EMS. An Assistant Chief position will also be available with a January 1 start date. This individual will assist with scheduling and coordinating other things within the department.

Department of Public Services

Tom Holder, Director, was present.

Article 2 – The intent of this article is to provide funding to replace the dump truck we currently have. Circa 1999 truck with plow attachment has been on the CIPC list for a few years. Our current truck likely will not get us through the winter, the body and chassis are in bad shape, and repairs are nearly impossible. We can purchase it under state contract. There is a truck available with the right specs and we could have it by January 1.

Article 3 involves culvert repair. This is to have engineering support and oversight as well as bring the contractor in to do the work. The department would like to bid it in the winter and get the work scheduled as early in the spring as possible.

Article 4 involves repurpose of funds and would support the repaving of Winthrop Street following the culvert repair.

At this time, Mr. Lagan asked the Town Administrator for a list of articles with unexpended funds. This will make it easier to assess the articles knowing how much is available with unexpended funds.

Planning and Economic Development Board

Mr. Andrew Rodenhiser, Chair, was present.

He briefly reviewed street acceptances proposed in Article 16. He explained the steps that have to happen before a street can be accepted, and how this then allows the Town to repair and maintain the roadway.

Mr. Rodenhiser explained many of the definition changes/clarifications in Article 17.

Changes to Article 18 – Non-Conforming Uses and Structures involve revision of language for clarification. No changes have been made to any of the concepts, only language revisions.

Article 19 -- reflects a request from a resident that her property be included in the overlay district.

Article 20 – Amend Zoning Bylaws – Design Review Process. This revision would provide better direction to applicants and further define the role of the Design Review Committee.

Article 21 – Sign regulations. These tables were omitted in error from the previous recodification, and this places them in the bylaw.

Article 22 – This article defines the size of parcel permitted to have chickens.

Article 23 – This article contains the addition of language referring to Host Community Agreement for Registered Marijuana Dispensary.

Article 24 – This article specifies that a home office must be occupied by the property owner.

Miscellaneous Articles

Articles 5 and 6 – Mr. Boynton noted that these articles relate to the field project. It was in really bad shape and looks amazing now.

Article 8 – Bridget Graziano, Conservation Agent, reported that this study would be done by the Conway School of Landscape Design to look at a portion of a parcel that was developed for the new athletic field. This article is supported by both the Board of Selectmen and the Community Preservation Committee. She added that she had done a similar study with Conway while working in Sherborn. This would make the space more user-friendly while protecting the natural habitat for species. The focus of the study is to evaluate the land and how to use it.

Article 9 – This article involves funding for trail design and engineering. Three bids came in, and the lowest was \$28,000. It has been approved by the Community Preservation Committee.

Article 10 – This article would fund expenses involved in placement of small sign stations along the trail. Two teachers have worked out a design by which the sign stations tell a story as one goes through the trail from Medway High School to Choate Park.

Miscellaneous Discussion:

The next Board of Selectmen meeting is on Monday, October 19. The Finance Committee public hearing is on October 20. For the public forum on Exelon, all documents including the Host Community Agreement have been made public and are on the Town website.

At this time, Mr. Sullivan asked for an update on the GPS units that were destined for Town-owned vehicles. Mr. Boynton said that all the equipment has been installed, but could not say how much they are being utilized.

Brief discussion followed on procedure for the public hearing.

Discussion followed on attendance at Finance Committee workshop in Sturbridge. Ms. Hillery is attending.

Chairman's Report:

Chairman Rossi stated he met with Selectman Crowley to discuss various things that have come before the Board of Selectmen, i.e., borrowings, Cassidy Field improvements, proposed assisted-living facility, DPS moving to the middle school, and the proposed 40B project by Timber Crest LLC.

Clerk's Report:

Due to Mr. Alessandri's absence, the Clerk's Report was postponed.

Liaison Reports:

Mr. Sullivan reported he will try to attend the budget realignment meeting on November 19 with the School Committee.

Mr. Schrader reported he has not met with DPS in person but has had an email exchange with staff.

At this time, Mr. Sullivan suggested having the committees who come to speak also provide background information. It would be easier for the Finance Committee to understand what they are proposing. Background materials could be prepared in advance and submitted to Ms. Galliardt who can send them out electronically if there is enough advance notice.

At 9:13 PM Mr. Lagan moved to adjourn; Mr. Sullivan 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

October 20, 2015 – 7:00 PM
Sanford Hall, Town Hall
155 Village Street

Present: Frank Rossi, Chair; Chris Lagan, Vice Chair; Meghan Hoffman; Ellen Hillery; Jeff O'Neill; Michael Schrader; and Jim Sullivan (via remote participation).

Absent: Todd Alessandri and Rohith Ashok.

Others Present: Michael Boynton, Town Administrator.

Chairman Rossi called the meeting to order at 7:15 PM.

At 7:15PM Mr. Lagan moved to open the public hearing for the Fall Town meeting Warrant Articles, Mr. O'Neill second. Seeing that there were no members from the public present, at 7:16PM Mr. Lagan moved to close the public hearing, Mr. O'Neil second.

Finance Committee Recommendation Voting – Fall Town Meeting Warrant Articles:

Mr. Boynton provided an update on the current town legal budget, stating that the majority of the funds available have been utilized. Mr. Boynton also made note that Exelon has agreed to reimburse the town in the amount of \$100,000 for legal expenses relating to the proposed plant expansion project. Mr. Boynton stated that the \$25,000 request in Article 1 of the fall town meeting Warrant will only be a partial fill in the legal budget as there will be more to do prior to the end of the fiscal year. Mr. Boynton anticipates a need for additional revenue to be moved into the legal budget account noting that the preference is to use free cash.

Mr. Boynton also wanted to make the committee aware that the Veterans agent will most likely have a shortfall again. The current case load is holding steady at 16 cases. Mr. Boynton stated that the hope for the next budgeting process is to bring the Veterans agent's budget closer to actual needs rather than continuing the need to transfer in additional funding. Mr. Lagan inquired as to whether anyone was auditing the Veterans budget to ensure funds are being used in the best manner. Mr. Boynton stated that a request has been made to Holliston to have their auditing team review the books for the Veterans agent.

At this time Chairman Rossi requested that the committee begin voting on the warrant articles. The Committee reviewed, discussed and voted on the following articles.

Article 1 (Fiscal Year 2016 Operating Budget Transfers)

Jeff O'Neil moved that the Finance Committee approve Article 1 of the November 16, 2015 Fall Town Meeting Warrant; Meghan Hoffman second; No discussion; 7-0-0

Article 2 (Purchase Dump Truck – DPS – Free Cash)

There was brief discussion regarding the certification of Medway's free cash, as well as discussion regarding that this would replace a 1999 dump truck.

Michael Schrader moved that the Finance Committee approve Article 2 of the November 16, 2015 Fall Town Meeting Warrant; Jeff O'Neil second; No discussion; 7-0-0

Article 3 (Repair Winthrop Street Culvert – DPS – Free Cash)

Chris Lagan moved that the Finance Committee approve Article 3 of the November 16, 2015 Fall Town Meeting Warrant; Meghan Hoffman second; No discussion; 7-0-0

Article 4 (Repurpose Funds: Water Meter Replacement Project to Water Main Replacement Project)

Meghan Hoffman moved that the Finance Committee approve Article 4 of the November 16, 2015 Fall Town Meeting Warrant; Jeff O'Neil second; No discussion; 7-0-0

Article 5 (Repurpose Funds: Athletic Fields Project to High School Baseball Field Improvements)

Mr. O'Neil inquired whether this would complete the fields. Mr. Boynton stated that this was for improvements to the existing fields such as safety improvements and storage, not for replacement.

Meghan Hoffman moved that the Finance Committee approve Article 5 of the November 16, 2015 Fall Town Meeting Warrant; Chris Lagan second; No discussion; 7-0-0

Article 6 (Repurpose CPA Funds: Athletic Fields Project to High School Baseball Field Improvements)

Chairman Rossi inquired if this would bring the balances to zero. Mr. Boynton stated there would be \$20,000 left over for washout maintenance on trails. Mr. O'Neil inquired why the cost was \$200,000 to rebuild and improve the storage on site. Mr. Boynton stated that this funding was for a very basic storage facility. Mr. Boynton estimated that the majority of the funding would be used to make the necessary safety improvements to the fields. The new storage facility would have lights, but no heat. Mr. O'Neil stated money for storage facility might be better allocated to installing bathrooms at the North Fields.

Meghan Hoffman moved that the Finance Committee approve Article 6 of the November 16, 2015 Fall Town Meeting Warrant; Michael Schrader second; No discussion; 6-1-0 (Jeff O'Neil opposed)

Article 7 (Land Acquisition: 54R Adams Street)

Mr. Boynton stated that the land was currently vacant and predominantly wetlands or field.

Meghan Hoffman moved that the Finance Committee approve Article 7 of the November 16, 2015 Fall Town Meeting Warrant; Chris Lagan second; No discussion; 7-0-0

Article 8 (CPA Appropriation: Ecological Study of Adams Street Area)

Meghan Hoffman moved that the Finance Committee approve Article 8 of the November 16, 2015 Fall Town Meeting Warrant; Chris Lagan second; No discussion; 7-0-0

Article 9 (CPA Appropriation: Trail Design and Engineering)

Mr. O'Neil inquired about what the money will actually get the town. Mr. Lagan stated this would design the pathways and bridges for the trails as there were many wet areas. Mr. O'Neil pointed out that there would be an additional cost to the town to construct the trails. Ms. Hillery inquired whether the town exposed themselves legally in regards to ADA compliance. Mr. Boynton stated it was a valid issue but does not believe the town is opening themselves to legal issues.

Meghan Hoffman moved that the Finance Committee approve Article 9 of the November 16, 2015 Fall Town Meeting Warrant; Michael Schrader second; No discussion; 7-0-0

Article 10 (CPA Appropriation: Storywalk)

Mr. O'Neil stated that vandalism of the kiosks was a big concern, and believed that more community outreach for CPA funded projects is needed. Mr. Schrader stated he found it difficult to support this as he did not envision this would be used enough.

Meghan Hoffman moved that the Finance Committee approve Article 10 of the November 16, 2015 Fall Town Meeting Warrant; Chris Lagan second; No discussion; 4-3-0 (Michael Schrader, Chris Lagan and Jeff O'Neil opposed)

Article 11 (CPA Appropriation: Update Parks, Open Space and Athletic Fields Master Plan)

Mr. Boynton stated that the reason for the updated plan is that Senator Spilka made up to \$1,000,000 available to communities for use in parks and open space, however the town cannot access the funding without an updated plan. Ms. Hillery noted that one CPA member did not support Gale Associates participating in updating the master plan.

Michael Schrader moved that the Finance Committee approve Article 11 of the November 16, 2015 Fall Town Meeting Warrant; Meghan Hoffman second; No discussion; 7-0-0

Article 12 (Funding for Library Makerspace)

Jeff O'Neil moved that the Finance Committee approve Article 12 of the November 16, 2015 Fall Town Meeting Warrant; Meghan Hoffman second; No discussion; 7-0-0

Article 13 (Prior Year Bills)

Michael Schrader moved that the Finance Committee approve Article 13 of the November 16, 2015 Fall Town Meeting Warrant; Meghan Hoffman second; No discussion; 7-0-0

Article 14 (Amend General Bylaw: Penal Laws)

Mr. Boynton stated that most towns do not give a fourth chance, that at the third offense it is \$300 per day.

Ellen Hillery moved that the Finance Committee approve Article 14 of the November 16, 2015 Fall Town Meeting Warrant; Jeff O'Neil second; No discussion; 6-1-0 (Chris Lagan opposed)

Article 15 (Amend General Bylaws: Affordable Housing Trust)

Mr. Boynton clarified that this removes the funding cap, and will allow the Affordable Housing Trust to spend money already in their fund.

Chris Lagan moved that the Finance Committee approve Article 15 of the November 16, 2015 Fall Town Meeting Warrant; Michael Schrader second; No discussion; 7-0-0

Article 16 (Street Acceptance: Pine Meadow Road and Lantern Lane)

Chris Lagan moved that the Finance Committee approve Article 16 of the November 16, 2015 Fall Town Meeting Warrant; Meghan Hoffman second; No discussion; 7-0-0

Article 17 (Amend Zoning Bylaw – Additional Definitions)

Meghan Hoffman moved that the Finance Committee approve Article 17 of the November 16, 2015 Fall Town Meeting Warrant; Michael Schrader second; No discussion; 6-1-0 (Chris Lagan opposed)

Article 18 (Revise Zoning Bylaws – Nonconforming Uses and Structures)

Mr. Boynton stated that this will just clean up and clarify old laws.

Michael Schrader moved that the Finance Committee approve Article 18 of the November 16, 2015 Fall Town Meeting Warrant; Meghan Hoffman second; No discussion; 7-0-0

Article 19 (Amend Zoning Map – Multifamily Overlay District)

Meghan Hoffman moved that the Finance Committee approve Article 19 of the November 16, 2015 Fall Town Meeting Warrant; Michael Schrader second; No discussion; 7-0-0

Article 20 (Amend Zoning Bylaws – Design Review Process)

Meghan Hoffman moved that the Finance Committee approve Article 20 of the November 16, 2015 Fall Town Meeting Warrant; Michael Schrader second; No discussion; 7-0-0

Article 21 (Amend Zoning Bylaws – Sign Regulations)

Mr. Schrader inquired if this was related to the Route 109 redesign project. Mr. Boynton stated this would improve existing laws so that the process is clearly outlined, it also adds the table to the Bylaws.

Meghan Hoffman moved that the Finance Committee approve Article 21 of the November 16, 2015 Fall Town Meeting Warrant; Ellen Hillery second; No discussion; 7-0-0

Article 22 (Amend Zoning Bylaws – Schedule of Uses Table)

Chris Lagan moved that the Finance Committee approve Article 22 of the November 16, 2015 Fall Town Meeting Warrant; Michael Schrader second; No discussion; 7-0-0

Article 23 (Amend Zoning Bylaws – Registered Marijuana Dispensary Host Community Agreement)

Mr. Boynton stated that this facility would be for the purpose of growing only and that the property owner/operator would be responsible for ensuring proper security measures are taken.

Meghan Hoffman moved that the Finance Committee approve Article 23 of the November 16, 2015 Fall Town Meeting Warrant; Michael Schrader second; No discussion; 7-0-0

Article 24 (Amend Zoning Bylaws – Home Based Business)

Mr. Boynton stated that this would make laws easier to understand, but would also prevent a property owner from operating a home based business from vacant property.

Meghan Hoffman moved that the Finance Committee approve Article 24 of the November 16, 2015 Fall Town Meeting Warrant; Ellen Hillery second; No discussion; 7-0-0

Article 25 (Amend Zoning Bylaws – Adaptive Use Overlay District)

Mr. Boynton stated this change would allow current vacant buildings to be filled as some of the vacant buildings in town have interested parties, but potential business operations don't meet current Bylaws.

Chris Lagan moved that the Finance Committee approve Article 25 of the November 16, 2015 Fall Town Meeting Warrant; Meghan Hoffman second; No discussion; 7-0-0

Upcoming Meetings:

The next monthly meeting of the Finance Committee will be Wednesday November 4 at 7:00 PM in Sanford Hall.

After brief discussion, it was decided to hold the space for a meeting prior to town meeting in case something comes up that needs to be discussed. It was also discussed that if there is no business needing review, the November meeting could be cancelled.

At 9:30 PM Mr. O'Neill moved to adjourn; Ms. Hoffman seconded. No discussion. VOTE: 7-0-0.

Note: These minutes were created from notes taken by Meghan Hoffman, Member.

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

November 16, 2015 – 6:30 PM
Medway High School – Room 113-1
88 Summer Street

Present: Frank Rossi, Chair; Todd Alessandri, Clerk; Ellen Hillery; Meghan Hoffman.

Absent: Chris Lagan, Vice Chair; Rohith Ashok; Jeff O'Neill; Michael Schrader; Jim Sullivan.

A minimum of five (5) members is necessary in order to hold a meeting. A quorum of members was not present; therefore, a meeting was not called to order.



Town of Medway
FINANCE COMMITTEE
155 Village Street
Medway MA 02053

Tel: (508) 533-3200
Fax: (508) 533-3201

December 9, 2015 – 7:00 PM
Sanford Hall, Town Hall
155 Village Street

Present: Frank Rossi, Chair; Todd Alessandri, Clerk; Ellen Hillery; and Jeff O'Neill.

Absent: Chris Lagan, Vice Chair; Rohith Ashok; Meghan Hoffman; Michael Schrader, Jim Sullivan.

Others Present: John Foresto, Chair, Selectman.

Due to the lack of quorum, a meeting of the Finance Committee could not be called to order. Chairman Rossi instead convened a discussion session at 7:02 PM.

Discussion:

Copies of the Board of Selectmen's budget policy were distributed. Selectman Foresto briefly explained the Selectmen's budget policy in recent years, touching on the process of evaluating the proposed level service budget from the School Department. He touched on the topic of salary "steps and lanes".

Referring to the budget document, Mr. Foresto reviewed each page, pointing out that the departmental listing is being handled differently this year. Brief discussion followed.

Mr. Foresto reported that the Fire Department bucket truck is now out of commission. The Town has been looking for another used truck to purchase, without success. The cost of a new one is estimated at around \$100,000. A used one would be less than \$20,000.

There was brief discussion on the status of the "bottle cap" title search process. Chairman Rossi also mentioned that members should be thinking about the upcoming budget season and that the Finance Committee typically meets more often while the budget and Town Meeting warrant are under review.

The discussion concluded at 7:44 PM.

Respectfully submitted,
Jeanette Galliardt
Night Board Secretary