



## Town of Medway

### FINANCE COMMITTEE

155 Village Street  
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July 20, 2016 – 7:00 PM  
Sanford Hall, Town Hall  
155 Village Street

Present: Frank Rossi, Chair; Rohith Ashok, Vice Chair; Dan Doherty, Ellen Hillery, Jeff O'Neill (left at 7:45 PM); Michael Schrader. It is noted that Todd Alessandri, Clerk, and Jim Sullivan took part by Remote Participation.

Absent: Meghan Hoffman.

Staff Present: Michael Boynton, Town Administrator.

Others Present: Barbara Ohanian, Director, Sunshine Group; Selectman Glenn Trindade (left at 8:30 PM).

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

#### **Introduction of New Member:**

Chairman Rossi introduced the newest member of the Finance Committee, Dan Doherty, who was appointed the previous week. Mr. Doherty briefly introduced himself, noting he came to Medway from Milford. He has one child at Medway High School and one at a district school. For 24 years he has worked at Staples and currently helps to oversee the copy/print business across the country. Now that his coaching career with Medway Youth Lacrosse was coming to an end, he was looking for a way to give back to the community.

Mr. Boynton and committee members introduced themselves.

#### **Reorganization of the Committee:**

There was brief discussion on duties and responsibilities of office as well as member availability due to travel for work.

**Mr. O'Neill nominated Frank Rossi as Chair; Rohith Ashok as Vice Chair and Todd Alessandri as Clerk; Ms. Hillery seconded. Each candidate agreed to serve. No further discussion. Roll Call Vote: 8-0-0 (Alessandri, aye; Ashok, aye; Doherty, aye; Hillery, aye; O'Neill, aye; Rossi, aye; Schrader, aye; Sullivan, aye).**

**ETR – Sunshine Group, \$7,000:**

*The committee reviewed Request for Transfer from the Finance Committee Reserve Fund.*

Present: Barbara Ohanian, Director.

Chairman Rossi asked Ms. Ohanian for a brief description of the Sunshine Group and its mission. Ms. Ohanian stated that it started about 50 years ago as a camp for special needs children and was funded by the State under the Park and Recreation umbrella. It operates for six weeks during the summer and consists of theme-based activities to keep them active and learning. We are operating out of the Senior Center but hope to have more permanent facilities in the future. This is a program that will only continue to grow. It started with 45 participants, then grew to 65 and now there are 90 participants. Many children need 1-1 supervision with a staff member. She added that some of the program “graduates” come and participate with the current students and there are 30 staff members. At our Open House, she informed parents about the bus transportation to some activities. She noted that she began working with the program as a parent volunteer. Mr. Schrader reported that his son is a proud graduate of the program who enjoyed it very much.

Brief discussion followed on the budget for this program. The ETR is for \$7,000 which should cover remaining expenses for this season. Mr. Boynton stated that this budget will be increased going forward. Ms. Ohanian stated that she has previously requested additional funds for salaries and those requests were denied. Sometimes she funnels much of her own salary back into the program.

Selectman Trindade stated that there are not a lot of programs like this, and the ones that do exist are expensive. There is a benefit for both the kids who are engaged in learning and recreational activities, and the parents who get a brief respite from their care responsibilities.

Mr. Doherty asked if there is any revenue generated from the registrations. Ms. Ohanian responded that those fees do go into the program, but not enough to cover the full level of expenses.

Selectman Trindade briefly described the proposed area at Oakland Park that would be a permanent home for this program and would consist of a covered area with additional bathrooms.

Mr. Alessandri, participating remotely, asked if there were additional funds from other sources that could help defray expenses. Ms. Ohanian responded that the Lions Club contributes, having donated \$2,500 this year in addition to sponsoring some events. Middlesex Bank also donated \$1,000. She explained that they do not advertise the program so people learn about it by word of mouth. We have a website that has the registration materials. This year we opened it up to siblings, for example, so one special needs student may have three siblings also attending. Mr. Schrader suggested moving the registration deadline earlier than May 30 so the budget can be adjusted for the coming year.

**Mr. Ashok moved that the Finance Committee approve the Request for Transfer for Sunshine Group expenses and transportation in the amount of \$7,000, as requested; Ms. Hillery seconded. No discussion. Roll Call Vote: 8-0-0 (Alessandri, aye; Ashok, aye; Doherty, aye; Hillery, aye; O’Neill, aye; Rossi, aye; Schrader, aye; Sullivan, aye).**

Discussion followed on whether or not siblings should be included, an earlier registration deadline, adjusted budget planning, and a varied rate structure (first child one amount, additional family members at a different amount).

**Liaison Assignments:**

*The committee reviewed the following information: (1) Memorandum dated April 13, 2016 from the Town Administrator relative to the Parks Project Scope & Task Plan; and (2) FY16 Liaison Assignment List.*

Chairman Rossi noted that there will be an additional assignment of an individual to serve on the EPFRAC Steering Committee. This committee is specifically dedicated to Article 2 from 2016 Special Town Meeting relative to recreation Improvements and will be charged with the evaluation of parks, fields, and recreation areas. Brief discussion followed on how poor condition of some of the field equipment and how the lack of appropriate fencing does not prevent balls from being lost in areas where they cannot be retrieved.

Mr. Schrader volunteered to serve on the committee. He expressed concern that the committee is a little unwieldy because it is so large. Mr. Boynton clarified that the Community Preservation Committee mandated that every stakeholder be represented. Mr. Schrader also suggested that some small projects could be identified and publicized as available for Eagle Scout projects. Brief discussion followed on the potential of \$1 million available from the State. The Town's proposal was to split the project into two phases.

Chairman Rossi directed everyone's attention to the remaining assignments. Mr. O'Neill needed to leave to be at another meeting at 8 PM and volunteered to be the liaison for public safety again.

For the benefit of the new member, Mr. Doherty, Chairman Rossi briefly explained each group as they went along. He suggested each liaison contact the department who oversees each group so that they can be added to that group's email list to stay informed of that group's activities.

The Department of Public Services is an important department when it comes to reviewing equipment needs vs. wants. Selectman Trindade offered the following example: Is it worth purchasing the vehicle and having to pay all maintenance expenses or just hire it out each year for a fraction of the cost?

The FY17 Liaison Assignments are as follows:

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

**General Discussion -- Town Administrator Michael Boynton**

*There were no background materials.*

Exelon – Mr. Boynton reported that the Town was informed there would be a decision from the Siting Board in September. He added that the hearing should be closed next week. Locally everything is lined up for the permitting process. All testimony for the Siting Board wrapped up in January. In mid-May the Conservation Law Foundation sent its letter to the EFSB that they cannot issue any permits until DEP has complied with its obligation under Global Warming Solutions Act, and postulating other requirements. CLF's focus is on greenhouse gas emissions. Mr. Boynton briefly explained what he believes is the current scenario with the Siting Board and the interveners, noting that he expects a decision sometime in the next couple of weeks. Discussion followed.

Assisted Living Facility including a Memory Unit – It was noted that the walking trails are accessible from Village Street all the way to the river. The former skate pond will be revitalized as a recreational site. There is an expected increase in ambulance runs once this facility opens.

Timber Crest – This is the Chapter 40B project proposing 195 units. Mr. Boynton stated the developer has not yet met with the Conservation Commission so their plans are not complete. There are allegedly issues with street access. Mr. Alessandri stated that it was his understanding that Ms. Stephanie Mercandetti, Community Development Director, is going to present an update on Timber Crest to the School Committee. They are naturally very concerned about the potential impact on enrollment.

Route 109 Construction Project– The digging will start Monday, but the real roadway reconstruction will not start until 2017 as that will involve a lowering of the grade between Winthrop Street and Choate Park. The curbing, sidewalks and lighting will be handled in 2018, and anything that remains will be dealt with in 2019.

Stormwater management -- The MS4 permit has been issued by the EPA. We plan to appeal and will discuss in Executive Session on August 1. The reality is that we are committed to \$29 million in costs.

State Aid – Medway received \$200,000 for schools, \$18,000 police, and others. In terms of local aid, there is no significant change on that. We will hit our big targets, noting that the biggest is new growth target of \$250,000.

Security updates at the schools – This work should be starting over the summer. The cameras are on the way. Bids will be reviewed at the School Committee meeting tomorrow night.

**Review of Meeting Minutes**

*The committee reviewed draft minutes from March 23, March 30, May 9, and May 25, 2016.*

**Ms. Hillery moved that the Finance Committee approve the minutes of March 23, 2016 as amended; Mr. Ashok seconded. No discussion. Roll Call Vote: 6-0-1 (Alessandri, aye; Ashok, aye; Doherty, abstain; Hillery, aye; Rossi, aye; Schrader, aye; Sullivan, aye).**

**Mr. Schrader moved that the Finance Committee approve the minutes of March 30, 2016 as amended; Ms. Hillery seconded. No discussion. Roll Call Vote: 4-0-3 (Alessandri, aye; Ashok, abstain; Doherty, abstain; Hillery, aye; Rossi, aye; Schrader, aye; Sullivan, abstain).**

**Mr. Ashok moved that the Finance Committee approve the minutes of May 9, 2016 as drafted; Ms. Hillery seconded. No discussion. Roll Call Vote: 6-0-1 (Alessandri, aye; Ashok, aye; Doherty, abstain; Hillery, aye; Rossi, aye; Schrader, aye; Sullivan, aye).**

**Ms. Hillery moved that the Finance Committee approve the minutes of May 25, 2016 as amended; Mr. Ashok seconded. No discussion. Roll Call Vote: 4-0-3 (Alessandri, abstain; Ashok, aye; Doherty, abstain; Hillery, aye; Rossi, aye; Schrader, aye; Sullivan, abstain).**

**Meals Tax Revenue:**

At this time Chairman Rossi shared an email from the Finance Director relative to the revenues from Meals Tax. This is the first year that the tax is in place. The total collected was \$138,448.58 out of which \$100,000 went to the OPEB Trust and the remaining \$38,448.58 went to the General Fund.

**Upcoming Meeting Schedule – FY17 Schedule**

*The committee reviewed the FY17 Finance Committee Meeting Schedule.*

The list of monthly meeting dates was reviewed. Chairman Rossi explained that there will be extra meetings during preparation for Annual and Fall Town Meeting as well as annual budget review.

**Remote Participation Policy:**

Copies of Medway's Remote Participation Policy were distributed. It was noted that there are specific criteria that must be evident in order for a member to participate remotely. Sanford Hall is the only room with the appropriate equipment. All members must have access to all documents in the meeting packet, and all votes must be by roll call.

**At 8:52 PM Ms. Hillery moved to adjourn; Mr. Ashok seconded. No discussion. VOTE: 7-0-0.**

Respectfully submitted,  
Jeanette Galliardt  
Night Board Secretary