



Town of Medway

FINANCE COMMITTEE

155 Village Street
Medway MA 02053

Tel: (508) 533-3200

Fax: (508) 533-3201

October 11, 2017 – 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, Susan Segarra, Jim Sullivan (participating remotely).

Absent: Todd Alessandri, Clerk; Michael Schrader.

Staff Present: Michael Boynton, Town Administrator; Carol Pratt, Finance Director; Susy Affleck-Childs, Planning and Economic Development Coordinator.

Others Present: Dennis Crowley, Selectman; Glenn Trindade, Selectman; Paul Mahoney, Chair, Parks Commission.

At 7:03 PM Chairman Rossi called the meeting to order, declaring that a quorum of members was present. In accordance with remote participation procedures, all votes must be roll call votes.

Review/Discussion of Fall Town Meeting Warrant Articles:

The Board reviewed the following information: (1) Draft copy of the Fall Town Meeting Warrant; and (2) Spreadsheet from the Finance Director.

Paul Mahoney, Chair, Parks Commission

Article 7 – Based on a report from the Finance Director, we have \$352,000 in the revolving fund at this time. In 8-10 years the field^s will have to be replaced at an estimated cost of \$1.5 million. Right now there is \$75,000 in the stabilization account. The transfer of \$100,000 into the stabilization account helps start us on the right path toward having the funds when that field needs to be replaced. Mr. Boynton noted that he would like to come up with a plan that defines fiscal options to consider on an annual basis. Mr. Mahoney added that they are gathering information from youth groups on their needs and other input in order to develop some kind of operating plan over the winter. Mr. Mahoney continued, "We also have to decide what we are going to be, how much field space is available and whether we will grant requests from outside groups differently than we do now." He cautioned that current revenue levels may not be maintained in the future so putting money aside now seems like a prudent course of action. Noting that he would like to see a new plan from the Department of Public Services, he added that he pushed for more than \$100,000 to be transferred out as he believes the current expenses will be less than anticipated. Discussion followed including a history of field use.

Mr. Doherty theorized that the Town either rents the fields to outside groups to make more money or we give priority to in-town groups and take in less revenue. Ultimately, the Finance Committee would like to see a summary of the expenses and the revenues for the fields. Mr. Mahoney reported that the report dated 10/6/17 is the one he was using, adding that there are uncollected revenues. Selectman Trindade noted that there were errors in bills to a couple of youth groups so there may be yet a new number. Discussion followed on the current booking and cancellation policy.

Mr. O'Neill emphasized that the Town needs a business plan for the fields. Mr. Boynton summarized the plan needs to be able to pass the Emerson Test which specifies that the fee must be voluntary, the fee goes to recover costs, and the fee directly benefits the individual(s) paying it. Ultimately the benefit extends to the users and whole community because the fields will be maintained for current and future users. Responding to a question from Mr. Ashok, Mr. Boynton stated that other communities each handle their fields a little differently. Mr. Mahoney pointed out that the Board of Selectmen urged the Parks Commission to establish the stabilization fund initially.

Addressing his question to Mr. Mahoney, Selectmen Crowley noted that there are scheduling issues with some of the groups. Teams do not have their actual schedules in place when they book the dates, and then cancel some of the dates once that schedule is finalized. If they cancel too close to a booked date, are they charged the cancellation fee? Mr. Mahoney responded that he did not believe so. Additionally, Selectman Crowley stated that we have to establish whether we are going to rent them to outside groups. If not, there won't be revenue to transfer into stabilization each year. Once the question of rental is solidified, a plan could be formulated. Chairman Rossi added that the service agreement signed by the Parks Department, Schools and the Board of Selectmen in 2015 prior to the fields coming online clearly lists the priority of usage.

Articles 11 & 12 –These articles involve the parks improvements to Choate Park, Oakland Field and the Middle School which could be a transfer of up to \$2 million on Article 12. Mr. Boynton reported that the bids are out today and due back on October 25. The final dollar figure will be based on the bids. If the project comes in higher due to additional electrical work, it may put the municipal side higher than the contribution from the Community Preservation Act funds. The Planning Board voted approval of both the Choate Park and Oakland Field projects last night. The contractor would be selected after Town Meeting based on Town Meeting action.

Ms. Pratt briefly reviewed the handout outlining projects featured in warrant articles, noting the estimated project cost and the source of the funding. There was brief discussion relative to the state match of CPC funding. The amount available from the state has not changed state-wide, but there are more communities dipping into it which decreases amounts to specific communities. What kinds of things can CPA funds be used for? Mr. Sullivan suggested that the Open Space Committee may have a copy of those. Mr. O'Neill noted he had a copy, asking if something like the parking lot would be included on the CPA approved expenditure list. Concern was expressed that this is something that needs to be clearly identified for residents.

Selectman Crowley asked for the dollar figures for all the parts of each project. Selectman Trindade responded that there are three projects and 9 companies have requested the bid documents. It will be interesting to see how many of those submit bids. We will forward that information when it comes in.

Susan Affleck-Childs, Planning and Economic Development Coordinator, Planning Board Articles

The committee reviewed three (3) zoning maps of the areas in question.

These articles refer to proposed changes in the Zoning Bylaw. Each article was reviewed and explained; there was general discussion.

- Article 16 – This article updates names of zoning districts.
- Article 17 – This article modifies the definition of the term “service establishment”. Bold text is what is being added. This article also amends the table of uses in another section of the bylaw.
- Article 18 – This article resolves parcels that are currently split between two zoning districts. All owners have been notified, and the public hearing is Tuesday of next week. Most people are just trying to understand what the article means.
- Article 19 – This article proposes a rewrite of the section on wireless communications facilities (cell towers) and includes things that are not in the current bylaw. Ms. Affleck-Childs noted that, as technology changes, the bylaw needs to be updated, and review of whether any installation can be “by right”. The proposed language handles some of the gaps that currently exist.

Remaining Articles

Article 1 - Prior Year Bills – A total of \$5,900.42: \$5,832.95 (Human Resources) and \$67.47 (DPS). Both invoices will be covered in the FY18 budget.

Article 2 – This extends the deadlines by which expenditures can be made. Often there are delays in the conclusion of a project so the deadlines need to be extended.

Article 3 – Ms. Pratt reported the Town has received a federal grant which allows the town to hire four more paramedics. The funding comes in covering 75% of salaries in years 1 and 2, and 35% in year 3 so the Town will be responsible for the remaining 25%. We did not hear of the award until last month. Discussion followed.

Article 4 – This article repurposes funding for two DPS-Sewer projects as the funds are no longer needed for the original projects and can now be put to use.

Article 5 – This article rescinds the unused portion of the authorization for the McGovern Schools windows and doors project as the project is concluded.

Article 8 – Selectmen Trindade reported that Glenbrook way is an affordable housing project coming in as a friendly Chapter 40B project. These projects require tax credits and it could take time to get these. The project may not be shovel-ready for 2-3 years. Pursuant to state requirements, the Town needs secure a commitment of funds for affordable housing, and the rest will come from the Affordable Housing Trust. This project has already been approved by all the Boards. Brief discussion followed.

Article 9 – It was noted that the residence at 158 Main Street was part of the Underground Railroad. The owner's son was very active in the abolitionist movement and he died in a southern prison. The house has been lived in for the past 25-30 years, and there is a collection of antiques. House is in good condition, and the property abuts Cassidy Field and Choate Park. The funding would come out of funds collected through the Community Preservation Act, specifically earmarked for purchases of historical property.

Article 10 – This article involves the VFW building at 123 Holliston Street. The funding would help keep their programs intact and supply some money for scholarships at the high school. The VFW would pay

for the upkeep on the building while the Town would be responsible for the parking lot and baseball field. Selectman Crowley emphasized that the VFW approached the Town, not the other way around. By securing this property, it prevents it from being sold and ultimately developed as an unfriendly 40B project.

Article 13 – Selectman Trindade explained the reasoning behind the installation of lighting at Cassidy Field Lights. They are now finalizing the numbers for the purchase of lighting. It is possible that there is enough funding to purchase lighting for another field due to strategic purchasing options. Mr. O'Neill expressed concern that this may not be the right time to spend this money, noting that the Finance Committee has a responsibility to analyze all expenditures and try to benefit all residents and not just those who are in sports programs and specifically mentioned sidewalks, and other improvements. Brief discussion followed.

Article 14 – This article supports the purchase of a permitting and GIS software program that will help keep track of the permits that are being submitted.

Article 15 – This article helps define criteria on demolition of potentially historically significant buildings.

Article 20 – This is a new article added to give the Redevelopment Authority funding for some initial land acquisition costs, including any associated legal or technical costs.

Miscellaneous Discussion:

There was general discussion on member attendance at next week's public hearing. It is on the same night as Parent Night at the high school and some members may need to attend that. A quorum is anticipated for the public hearing after which the Finance Committee will vote its recommendations on warrant articles. At this time, Chairman Rossi went through the warrant articles, noting the ones that still have unknown dollar amounts or cost estimates.

Reports:

At this time, Chairman Rossi reminded members of several seminars/workshops that may be of interest to members. Members have prior notification of these. Due to the lateness of the hour, the Clerk's Report and Liaison Reports were postponed.

Review of Meeting Minutes:

Due to the lateness of the hour, review of the minutes from September 13 was postponed.

Upcoming Meeting Schedule:

The public hearing for the 2017 Fall Town Meeting will be on Wednesday, October 18, in the Presentation Room at the middle school. The Finance Committee will make its recommendations on the warrant articles in the meeting that immediately follows the hearing.

The regular meeting will be on November 8, if necessary. Additionally, there may be a brief meeting on the night of Fall Town Meeting (November 13) to modify any TBD designations that might still exist.

At 9:47 PM Mr. Ashok moved to adjourn; Mr. O'Neill seconded. No discussion. Roll Call Vote: 7-0-0 (Ashok, aye; Doherty, aye; Hillery, aye; O'Neill, aye; Rossi, aye; Segarra, aye; Sullivan, aye.)

*Respectfully submitted,
Jeanette Galliardt
Night Board Secretary*