



Town of Medway

**FINANCE COMMITTEE**

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April 5, 2017 – 7:00 PM  
Sanford Hall, Town Hall  
155 Village Street

Present: Frank Rossi, Chair; Ellen Hillery, Jeff O'Neill, Todd Alessandri, Michael Schrader, Dan Doherty, and Jim Sullivan.

Absent: Meghan Hoffman.

Staff Present: Michael Boynton, Town Administrator; Suzy Affleck-Childs, Planning & Economic Development Coordinator; Rich Boucher, Director of Information Services; Barry Smith, DPS Deputy Director; and Mike Fasolino, Assistant Fire Chief.

Others Present: Glenn Trindade, Chairman of the Board of Selectmen.

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At 7:01 p.m. Chairman Rossi called the meeting to order. A quorum of members was present.

**Information Services:**

*The Finance Committee reviewed the IS Town Report that Rich Boucher presented to the BOS.*

Director of IS Rich Boucher said the operating budget is level funded and there are standard increases across the board. He said some funds were moved from the IS operating budget to the Communications budget. He also explained that several items impact the contracted services line item, including the MUNIS 7% annual increase. He said that the amount that is funded through the operating budget fluctuates and is dependent on the capital budget. At this point most of the equipment that is being requested is for the schools. He is waiting for the School Committee's approval to move forward with 1:1 for Chromebooks in Grades 9 & 10. In FY18, they are also proposing to replace the remaining old projector systems in the high school. He said the Chromebooks are lasting a lot longer than they anticipated and there is less than 1% break fix rate. Mr. Alessandri asked what other Towns are doing relative to 1:1. Mr. Boucher said they did

a survey of other Towns and got 35 responses and about 50% of the respondents have 1:1. Mr. Boucher said funding was the biggest reason some towns did not have 1:1. Mr. Alessandri said some towns have students bringing their own device. Mr. Boucher said they hope to work towards this model. This was discussed several years ago but the curriculum wasn't developed enough to support the program. Mr. Boucher explained why some items are put into the capital budget and why some items are in the operating budget. The group discussed the need for insurance if devices are brought home.

### **Planning & Economic Development Board:**

*The Finance Committee reviewed the Summary of Proposed Amendments to Medway Zoning Bylaw & Map.*

Planning & Economic Development Coordinator Suzy Affleck-Childs explained that the PEDB sponsors a series of proposed articles to amend zoning bylaws and maps every year. She said the goal is to make the zoning bylaws and maps more thoughtful and user friendly. Many of the proposed amendments are the result of the recommendations provided by the zoning consultant who the Town retained in 2014. Ms. Affleck-Childs said there has been extensive community outreach, including a community forum on February 22, 2017. She explained that the proposed Article 30 on noise regulations has been removed because it needs more vetting. Ms. Affleck-Childs reviewed the proposed articles. The group discussed the following:

- The definition of light manufacturing.
- Hazards under Special Permit – The decision for what is a hazard rests with the Board. She said it would need to be a physical or environmental danger.
- Special Permits and what types of projects require a special permit.
- Payment of fee in lieu can be used by the Medway Affordable Housing Trust. The new bylaw makes this option less desirable.
- There is a nonbinding question on the May ballot about allowing non-medical marijuana retail facilities. Some towns have banned non-medical marijuana retail facilities instead of a moratorium.
- There will be more zoning map boundary changes on the Fall Town Warrant. This change did not put any of these properties into non-conforming status.

### **Operating Budget, ATM, & STM:**

The Committee reviewed and discussed the operating budget, STM, and ATM with Town Administrator Michael Boynton.

### **Operating Budget**

#### **DPS**

- \$40,000 add back for roadway improvement tree cutting program.
- \$5,900 add back for building maintenance expense – retainer for generator at high school.
- Stormwater decrease was largely due to a decrease in consulting fees.
- As new revenue becomes available the snow and ice budget needs to be increased. About \$130,000 over budget right now.

#### COA

- Personnel and structural changes were recently made. Looking for long term solution to refrigeration. A lot is funded by the Friends of the Council on Aging.

#### Veteran Services

- Added \$17,000 to hopefully limit emergency transfers.
- Assistance for veterans and surviving spouses based on income.

#### Parks

- No employees being added. Increased overtime figure.
- Service Level Agreement still needs to be revised. Accurate expenses and revenues attributed to fields.

#### Library

- Maker Space position was requested but not funded. Administrator Boynton will follow-up on why this is listed.

#### Sunshine Group

- Increase to fund the transportation costs. Successful program and want to support. No additional employees being hired. Town absorbing more of cost but not funding 100%.

#### Memorial Committee

- \$2500 is to make sure programs for Memorial Day and Veterans Day are fully funded.

#### Expenditures Not Requiring Appropriation

- Tax Title - Legal costs associated with properties that need to go into foreclosure status.
- Cherry Sheet Offsets - Revenue items for the School Choice and Library Direct Appropriation from state. Show as revenue so need to show as direct expense.
- Cherry Sheet Charges- Mosquito control, regional transportation assessment, and county tax.
- Overlay – Abatements and exemptions that are granted through Assessor's Office every year. Also have utility disputes about tax assessments. Buffer in case Appellate Tax Board says Town needs to pay.
- Indirect Costs Offset – Revenue from the Enterprise funds. They have all been assessed a charge based on a formula.

#### Monetary Articles

- Ambulance subsidy – Funds to balance ambulance budget. Need support from the General Fund.
- IT equipment – Last year IT was underfunded so subsidized through general fund. Don't need to do this for FY18.

#### Enterprise Funds

- Ambulance - Both ambulances will be equipped for ALS. \$156k in warrant to cover retrofitting that needs to occur to both ambulances.
- Solid Waste – Hoping that all of these funds will not be needed. Going to try to reduce white good collections through Waste Management. There have not been fee increases for solid waste for many years but costs have increased. Jeff O’Neil asked for more community outreach on this issue. For FY19 the BOS wants to look at moving indirect salaries back to the General Fund and rely less on retained earnings. Discussed debt service on money borrowed for project manager for DPS garage.
- Sewer – Compliance officer salary built in.

#### Norfolk County Retirement

- This item and the increases were discussed extensively.

Administrator Boynton will follow-up with Finance Director Carol Pratt to provide the Committee with certain information in Excel. The Committee also requested an additional column for % debt change. Jeff O’Neil also asked for historical info on the water, sewer, and solid waste fees.

#### **STM**

##### Article 1

Will have final number by Town Meeting - about \$130k.

##### Article 2

\$400k overlay surplus going to stabilization.

##### Article 3

Coming from overlay surplus for Assessor’s revaluation.

##### Article 9

Funds that were allocated to upgrade hazard mitigation plan - extending deadline to use funds.

#### **ATM**

##### Article 7

The capital budget and free cash number will be finalized closer to Town Meeting. This will change based on the final snow and ice number.

##### Article 8

2/3 vote required because of acquisition of land so broken out from Article 7.

##### Article 10 & 11

Likely last time these articles will be on warrant. Adding a line item in the operating budget next year.

##### Article 13

Source of revenue is coming from marijuana cultivation facility. \$263,000 funded over 4 years.

Article 17

\$50k is a realistic number. Need to see what utilization and costs are and then revisit whether this needs to be increased.

Article 21

Open Space & Recreation plan is expiring and needs to be updated. It is critical to have an updated apply for funding.

Article 23 & 24

Parcels are adjacent to DPS property. This will make reconstruction of new DPS garage easier. Total for both parcels would be about \$24,000, which includes legal fees.

Article 25

This would allow there to be businesses in Town to also sell cordials.

Article 26

The group discussed the need for additional sound proofing at the Thayer House.

Article 27

This is to bring the Town in compliance with state regulations.

Article 28

Old bylaw based on the fire department's previous structure.

**At 10:04 p.m. Todd Alessandri moved to adjourn; Jim Sullivan second; No discussion; All ayes 7-0-0.**

Respectfully submitted,  
Michelle Reed