



Town of Medway  
**FINANCE COMMITTEE**

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Medway MA 02053

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October 18, 2017 – 7:00 PM  
Presentation Room, Medway Middle School  
45 Holliston Street

Present: Frank Rossi, Chair; Todd Alessandri, Clerk; Ellen Hillery, Jeff O'Neill, Michael Schrader, Sue Segarra.

Absent: Rohith Ashok, Vice Chair; Dan Doherty, Member; Jim Sullivan, Member (arrived 7:47 PM).

Staff Present: Michael Boynton, Town Administrator; Carol Pratt, Finance Director; Jeffrey Lynch, Fire Chief; Richard Boucher, Director, Information Technology;

Others Present: Dennis Crowley, Selectman; Richard D'Innocenzo, Selectman; Glenn Trindade, Selectman; Maryjane White, Selectman; Paul Mahoney, Parks Commission; Tom Emero, President, Medway Youth Baseball; Jennifer Van Campen, Executive Director, MetroWest Collaborative Development; Sheila Dubrawski, President, Medway Historical Society.

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**Public Hearing - 2017 Fall Town Meeting Warrant Articles**

At 7:06 PM Chairman Rossi declared that a quorum of six members present.

**Mr. Alessandri moved that the Finance Committee open a public hearing for the purpose of hearing public comment on the Fall Town Meeting Warrant Articles that are not otherwise reviewed by another government body; Mr. O'Neill seconded. No discussion. VOTE: 6-0-0.**

Chairman Rossi asked if there were any members of the public present to discuss any of the Warrant Articles or offer input.

Mr. Liam McDermott noted he had a question on Article 7, noting that he would like to see what the costs and revenues on the athletic fields are now. How much of the revenues are going in or are we transferring money? Brief discussion on the revolving fund followed during which it was clarified that Article 7 reflects a transfer from the Parks Revolving Fund into the Athletic Fields Stabilization Fund.

Mr. Boynton stated that he recently met with the Finance Director Carol Pratt and David D'Amico, Director of Department of Public Services to examine revenues. Both Mr. D'Amico and Ms. Pratt have spent a lot of time working on it. They will set up a revenue projection utilizing one year's worth of data. There are a couple of policy decisions that will need to be made, namely what does the Board want to see in the stabilization fund necessary for field replacement, and determining the priority of field usage (local vs. non-local). The Parks Commission has the authority to set fees and other things. Brief discussion followed.

Mr. Paul Mahoney, Parks Commissioner, distributed an email from the Finance Director showing the Parks Department Revolving Fund Balances annually beginning with 2010. Since there was an increase of nearly \$160,000 from 2016 to 2017, there is no problem with a transfer of \$100,000 to the Athletic Fields Stabilization Fund.

There was no other public comment.

**At 7:15 PM Mr. Schrader moved that the public hearing be closed; Mr. Alessandri seconded. No discussion. VOTE: 6-0-0.**

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At 7:15 PM Chairman Rossi called the Finance Committee to order, noting that the quorum of six members was still present. He announced that the Fall Town Meeting Warrant had been updated as of this afternoon.

**Discussion -- Fall Town Meeting Warrant Articles and Vote Finance Committee Recommendations:**

*The committee reviewed the following information: (1) 2017 Fall Town Meeting Warrant; (2) Updated Zoning Maps – Article 18 ; (3) Section D – Special Permit Requirements – Article 19; (4) Breakdown of Costs Relative to Parks Improvement Projects – Articles 11 & 12; (5) Quote from National Joint Powers Alliance – Article 13; (6) Spreadsheet of Medway Youth Baseball Expenditures -- Article 13; (7) 2016 Energy Expenses for 158 Main Street – Article 9; (8) Estimated Project Costs for Fall Town Meeting Capital Articles; (9) Monthly costs for 123 Holliston Street – Article 10; (10) Spreadsheet relative to Glen Brook Way – Article 8; (11) Information from Parks Revolving Fund – Article 7; and (12) Email dated October 18, 2017 from the Finance Director – Article 7.*

**Article 1 – Prior Year Bills:** There has been a change from the previous warrant as dollar amounts are now shown. This includes four bills that came in after the close of FY17. **Mr. O'Neill moved that the Finance Committee recommend Article 1 as presented; Mr. Alessandri seconded. No discussion. VOTE: 6-0-0.**

**Article 2 –Extend Expenditure Deadlines – May 2017 Annual Town Meeting:** Mr. Boynton explained that often more time is needed to implement projects approved at Town Meeting. This article specifies that the relevant appropriations should be expended by June 30, 2019. **Mr. O'Neill moved that the Finance Committee recommend Article 2 as presented; Mr. Alessandri seconded. Mr. Schrader asked if the funds will be appropriated later. Mr. Boynton responded that the Town has already secured the contractors. VOTE: 6-0-0.**

**Article 3 – Fund Town Share Fire Dept. Federal Grant:** Jeffrey Lynch, Fire Chief, reported that the first two years of the grant will cover 75% of the salary and benefits, leaving the remaining 25% to be

covered by the Town. This amount is for the January – June 30, 2018 time period. **Mr. O'Neill moved that the Finance Committee recommend Article 3 as presented; Mr. Alessandri seconded. No discussion. VOTE: 5-0-0. [Note: Mr. Schrader was out of the room at the time of the vote.]**

Article 4 – Repurpose Funds to Sewer I&I Programming: Mr. Boynton explained that this is to repurpose unused funds from earlier appropriations. He noted that as the Town continues to make improvements, costs are reduced and we can now utilize the funds. **Mr. O'Neill moved that the Finance Committee recommend Article 4 as presented; Mr. Schrader seconded. No discussion. VOTE: 6-0-0.**

Article 5 -- Rescind Borrowing – McGovern School Windows/Doors Project: **Mr. Alessandri moved that the Finance Committee recommend Article 5 as presented; Mr. Schrader seconded. No discussion. VOTE: 6-0-0.**

Article 6 -- Rescind Borrowing – Highway Facility Study: Mr. Boynton reported that this is part of a much larger appropriation and this portion is no longer needed. **Mr. O'Neill moved that the Finance Committee recommend Article 3 as presented; Mr. Alessandri seconded. No discussion. VOTE: 6-0-0.**

Article 7 –Transfer to Athletic Fields Stabilization Fund: Selectman Dennis Crowley reported that the Board of Selectmen had a discussion in which there was concern about fields being leased out to non-Medway groups. He suggested that \$50,000 be put into stabilization, and \$50,000 be offered back to the youth groups to lower their fees to book space. Ms. Carol Pratt, Finance Director, reviewed the handout. Discussion followed on costs, journal entries, attribution of expenses to particular fields, and maintenance responsibilities by Department of Public Services. Mr. Boynton confirmed that staff handles the mowing but the fertilizer applications are contracted out so that the Town does not incur the cost of funding individual certifications for chemical handling.

Discussion continued. Selectman Crowley explained the Board of Selectmen's position on helping out the youth groups as well as not transferring too much money into the stabilization fund. The Board would like the Parks Commission to establish a policy by which local groups are given priority. Mr. Schrader asked if the Finance Committee could get a cost estimate for field replacement in today's dollars as a baseline number and factor in inflation. Mr. Mahoney responded that the Town of Franklin just replaced three fields for over \$1 million, adding that Gale Associates submitted estimates a couple of years ago. Responding to another question from Mr. Schrader, Mr. Mahoney theorized that the revenues going forward may not be as robust so putting the full \$100,000 in now seems prudent. Discussion followed. It was noted that a transfer into the stabilization fund could be transferred out at Town Meeting. Both actions would require a two-thirds vote at Town Meeting.

At this time, Chairman Rossi took a straw poll of the members and their position on the article. Mr. O'Neill supported the \$100,000. Ms. Hillery concurred. Mr. Sullivan suggested that use of the fields should be run like a small business. Chairman Rossi wanted to know how \$50,000 would be allocated among youth groups. Mr. Mahoney theorized it would be difficult to do as each group utilizes different fields for different amounts of time. He added that the Parks Commission hopes to put together a capital improvement list and invest it that way instead of back to the groups directly. Mr. Alessandri supported the \$100,000, adding if we give relief to those who use the fields, is it fair to those who are not using the fields. Let's put in as much as we can right now. We could even increase it to \$150,000. Ms. Segarra supported the \$100,000, noting she would like to see the numbers behind it. Mr. Schrader asked if there are anticipated revenues in the spring; Mr. Boynton responded that sports groups will be renewing their agreements. Mr. Schrader supported the \$100,000.

Selectman Crowley noted that the Board of Selectmen was looking for guidance from the Finance Committee and will go along with that recommendation.

**Mr. Sullivan moved that the Finance Committee recommend Article 7, as presented; Mr. Alessandri seconded. No discussion. VOTE: 7-0-0. [Note: Mr. Sullivan was now present.]**

Article 9 – Purchase 158 Main Street: Mr. Boynton reported that an additional expense would be insurance which would come out of the insurance line item.

Ms. Sheila Dubrawski, President, Medway Historical Society, stated she attended tonight's meeting to answer any questions, and share the Society's position. She reported that the Historical Society is delighted to have the opportunity to use this space as a museum. It is known as the Jacob Ide House. The attachment to Medway is significant as it ties back to being the first community house in 1749. "Historically, when a community house was taken down, the boards were used to build a parish house. We hope that we will be able to work closely with the Town and Historical Commission to create a cultural center with programs. We would like to be able to manage the building, and create a climate-controlled environment for fragile artifacts and artworks." Brief discussion followed. **Ms. Hillery moved that the Finance Committee recommend Article 9 as presented; Mr. O'Neill seconded. No discussion. VOTE: 7-0-0.**

Article 8 – Fund Affordable Housing Unit Creation: Jennifer Van Campen, Executive Director, MetroWest Collaborative Development, explained the process of securing the site, determining the contribution to the Town's affordable housing requirement, permitting process, etc. **Mr. Sullivan moved that the Finance Committee recommend Article 8 as presented; Mr. Alessandri seconded. No discussion. VOTE: 7-0-0.**

Article 14 – Free Cash Transfer – Fund Permitting and GIS Software: Richard Boucher, Director, Information Technology, reported that this is a software upgrade for permitting processes. Mr. Boynton noted that the Building Commissioner is working hard to get all the permits resolved and the present system is not handling the load appropriately. Mr. Boucher stated that the program is CitizenServ which runs on a Google platform. Some of the enhancements promised by the GIS people still have not happened two years after the Town began using that program. This is for a six-month license to start in January 2018. **Mr. Schrader moved that the Finance Committee recommend Article 14 as presented; Ms. Segarra seconded. No discussion. VOTE: 7-0-0.**

Article 13 – Purchase Cassidy Field Lights: Selectman Glenn Trindade and Tom Emero, President, Medway Youth Baseball presented information on this article, distributing two handouts. They explained the number of participants and the program in general. Mr. O'Neill noted that this is outside the capital improvement process. Selectman Crowley acknowledged that the efforts of the Capital Improvement Process Committee are noteworthy, but it does not have to be utilized. The Board of Selectmen made a commitment to youth baseball, and thought this could be done through EPFRAC. Later we made the decision to remove it from that process and fund it another way. Discussion followed on how the lights would function and increase use of the fields for evening games. It was noted that \$400,000 out of free cash is a large amount that could be used for a number of other items on the CIPC list. **Mr. Sullivan moved that the Finance Committee recommend Article 13 as presented; Mr. Schrader seconded. No discussion. VOTE: 5-2-0 (Alessandri and O'Neill opposed).**

Article 10 – Purchase 123 Holliston Street: There was brief discussion. **Mr. Alessandri moved that the Finance Committee recommend Article 10 as presented; Mr. O’Neill seconded. No discussion. VOTE: 7-0-0.**

Article 11 – Capital Project: Parks Improvements -- Choate, Oakland and Middle School – General Funds: It was noted that the Finance Committee received the information that was requested, identifying what things could be covered by Community Preservation Act funds and what things are not. Mr. Schrader stated that it is a good project. Discussion followed during which it was noted that Finance Committee members support the project conceptually but want more information on funding. Mr. O’Neill clarified that Community Preservation will only fund a finite amount, asking if there is any potential for increased contribution. Selectman Crowley responded that the agreement was that costs would be split 50/50.

At this time Mr. Boynton pointed out that the Warrant needs to be publicly posted before the Finance Committee’s next meeting on November 8. Chairman Rossi noted that it can carry a TBD designation for the time being. **Mr. Schrader moved that the Finance Committee assign a To Be Determined (TBD) designation to Article 11 for the time being; Mr. Sullivan seconded. No discussion. VOTE: 7-0-0.**

Article 12 – Capital Project: Parks Improvements – Choate, Oakland, and Middle School – CPA Funds: For the same reasons as on Article 12, **Mr. Alessandri moved that the Finance Committee assign a To Be Determined (TBD) designation to Article 12 for the time being; Mr. Sullivan seconded. No discussion. VOTE: 7-0-0.**

Article 15 – General Bylaw Amendment: Historical Properties: This article offers revised language to replace the existing language relative to building demolition. **Mr. Sullivan moved that the Finance Committee recommend Article 15 as presented; Mr. Alessandri seconded. No discussion. VOTE: 6-0-0 [Note: Mr. Schrader was out of the room at the time of the vote].**

Article 16 – Zoning Bylaw Amendment: Names of Zoning Districts: Mr. Boynton reported that this is a “cleanup” of the Zoning Bylaw by modifying the district names to what they more closely represent. **Mr. Sullivan moved that the Finance Committee recommend Article 16 as presented; Mr. Alessandri seconded. No discussion. VOTE: 6-0-0 [Note: Mr. Schrader was out of the room at the time of the vote].**

Article 17 – Amend Zoning Bylaws: Definitions: Additional cleanup of the Zoning Bylaw. **Mr. Sullivan moved that the Finance Committee recommend Article 17 as presented; Mr. Alessandri seconded. No discussion. VOTE: 6-0-0 [Note: Mr. Schrader was out of the room at the time of the vote].**

Article 18 – Amend Zoning Bylaws: Map: It was noted that one of the parcels (82 Lovering Street) had changed after input at the public hearing, specifically, shifted to ARII instead of AR-I. Selectman Crowley reported this was at the request of the landowner who owns property along Lovering Street, half-acre lots in AR-I, while the rest of the parcel was zoned AR-II. The proposed rezoning would have presented a financial hardship to the owner’s family. Brief discussion followed. **Mr. O’Neill moved that the Finance Committee assign a To Be Determined (TBD) designation to Article 18 for the time being; Mr. Sullivan seconded. No discussion. VOTE: 6-0-0 [Mr. Alessandri was out of the room at the time of the vote].**

Article 19 – Amend Zoning Bylaws: Wireless Communications Facilities: It was noted that the entire section will be replaced with updated language. **Mr. Sullivan moved that the Finance Committee recommend Article 19 as presented; Mr. Alessandri seconded. No discussion. VOTE: 7-0-0.**

Article 20 – Transfer Funds to Medway Redevelopment Authority: **Mr. Sullivan moved that the Finance Committee recommend Article 20 as presented; Mr. Alessandri seconded. No discussion. VOTE: 7-0-0.**

**Miscellaneous:**

At this time Mr. Boynton announced that the Town has been notified of a change relative to the Open Meeting Law, specifically on the approval of meeting. Medway is up-to-date.

Due to the lateness of the hour, the Chairman's Report, Clerk's Report and Liaison Reports were postponed.

**Review of Meeting Minutes:**

Due to the lateness of the hour, review of draft minutes from September 13 and October 11 was postponed.

**Upcoming Meeting Schedule:**

Chairman Rossi reminded members of the upcoming Tri-Board meeting with Selectman, Finance Committee and School Committee on October 30, 2017 at Medway Middle School Presentation Room, Door 7, 45 Holliston Street.

The regular monthly meeting of the Finance Committee will be held on November 8, 2017 at 7pm in Sanford Hall at Town Hall.

**At 10:13 PM Mr. O'Neill moved to adjourn; Mr. Sullivan seconded. No discussion. VOTE: 7-0-0.**

Respectfully submitted,  
Jeanette Galliardt  
Night Board Secretary