



Town of Medway

FINANCE COMMITTEE

155 Village Street
Medway MA 02053

Tel: (508) 533-3200

Fax: (508) 533-3201

Wednesday, March 27, 2019 – 7:00 PM

FINAL MINUTES

Sanford Hall, Town Hall

155 Village Street

Present: Frank Rossi, Chair; Todd Alessandri, Vice Chair; Ellen Hillery, Clerk; Jeff O' Neill, Michael Schrader, Sue Segarra, Rohith Ashok, Kevin Dickie

Absent: Jim Sullivan

Others Present: Michael Boynton, Town Administrator; Chief Lynch, Fire Chief

At 7:01 PM Chairman Rossi called the meeting to order

Chief Lynch and Town Administrator Michael Boynton presented the Fire Department budget

There are no significant increases to any line items. The increases are only because this budget was combined with the EMS Budget and there are contractual salary increases.

There are no personnel changes and Chief Lynch is keeping the focus on training. There have been part time decreases over the years, due to lack on involvement on the call side of the house. At one time there were 60 active on call. Along the way the number has dwindled. There are currently 3-4 active call fire fighters. There are a handful of folks on the books, but they have limited availability.

There is a Safer grant in place to help with the increase in salaries. The grant impacts four fiscal years. Once the grant ends there won't be a huge increase. The Town is preparing for when the grant ends

Ms. Segarra asked for more information on the revenue generated by the Enterprise fund. Mr. Boynton explained that the revenue comes from bills paid by private insurance and Medicaid. Previously, revenue came in and it was anticipated income with the budget being built from that anticipated income. It was a revolving process and will now be a forward funding account. The Ambulance Enterprise Account is not self-supporting. After July 1st the Ambulance revenue account will be comprised from 3 sources, fire budget,

ambulance retained earnings and overlay surplus. There will be \$340K in it with roughly another \$160K from various sources being added to forward fund this account. The revenue will come in, it will be put into that account and a portion of it will go back into the general fund. Remaining funds will build up in that account for future ambulance purchases.

Chief explained there would be an increase in calls due to the assisted living facility being built and will most likely increase when the other new developments are complete.

Mr. Boynton explained that calls will continue to be tracked and all of the ALS runs will be billed as well.

Chairman Rossi reviewed the age of each ambulance and the life expectancy of the vehicles. He also pointed out the adjustment made in the budget on personnel in that department. Mr. Boynton expressed the desire to grow the department gradually, making budget adjustments along the way. The department may need to grow due to new developments. He also advised that the level of service has substantially improved and advanced.

Mr. Dickie asked about mentorship and intercepts. Chief Lynch explained advanced service or intercepts and the connection with other town's departments. He also has staff in transition and ALS certified. For the most part they can do mentorship themselves but often need help from other towns.

Mr. Dickie confirmed the fire equipment amount at \$25K is for hoses, axes, saws. Mr. O'Neill asked for an update on turnout gear. The Chief explained that everyone now has two sets of turnout gear.

Request for Transfer from the Finance Committee Reserve Fund

Town Administrator Boynton requested a transfer from the Finance Committee Reserve Fund \$14,758 to pay for additional MIIA workers' compensation premium. He explained that MIIA insurance sets rates based upon estimates and salary figures. A payroll audit was performed, these are not done annually and the school side was underestimated. Mr. Boynton believes if this was done annually there would only be a small increase but it's not. The positive is that the estimates for next year have been adjusted and accurate numbers are in the budget.

In a motion made by Mr. O'Neill and seconded by Mr. Ashok, the Finance Committee unanimously approved the request to transfer \$14,758 to Workers' Compensation; all ayes 6-0.

Discussion/Review of FY20 Operating Budget

Chairman Rossi along with Town Administrator Boynton began to review the budget book with members. New summary pages were handed out to members to input into their budget book.

A summary below is topics that were discussed

- Four new positions (Building Maintenance Laborer, Heavy Equipment Operator, Code Compliance (Zoning Enforcement) a police officer (as a result of a promotion to Sergeant)
- One increase in Community Development Dept. a position was budgeted low and an employee was hired at mid-range.

- Town Administrator Boynton explained the legal budget. Used in the past for land use to civil matters and general legal matters. There hasn't been much spent on labor counsel in the past years. There isn't a lot of use for collective bargaining. If there is a question, he will run by counsel, but he has a lot of experience and there haven't been a lot of changes. Most issues are handled in house. Increases from last year were mostly for permitting work.
- IT will be reviewed with Rich Boucher. Large increase is service charges, switching from old Office product to Office 365. The majority of the impact is user charges and licenses. Additional staffing requests were not approved. IT will need additional staff going forward but not at this point. Currently two employees on the municipal side and three or four on the school side. They switch back and forth to help each other out as needed. Mr. Boynton suggested Mr. Boucher could explain the capital requests if he comes before the Finance Committee.
- Mr. O'Neill asked for clarification on Town Clerk salary adjustments.
- Planning board 10% increase to hire someone for records organization and the need to categorize and catalog reference materials for the last 20 years.

Mr. Alessandri arrived at 7:50pm

- Mr. Boynton explained he has been successful over the last few years with building maintenance and small projects in non-school town buildings, COA, Library, Police and Fire. We now have ADA compliant bathrooms at Town Hall etc.
- Annual report expense was explained, it is not required by statute to produce and hand out
- Mr. Boynton explained the budgeting for the DPW garage, filing for sub-contractor bids etc. A discussion on this procedure and on the borrowing and debt service followed.
- Property casualty increase and an estimated increase were explained. The purchase of Medway VFW and 158 Main Street increased property liability insurance rates. Medicare, life insurance and unemployment insurance had no significant changes. He solicited health insurance with other companies but Tufts wanted to keep Medway so they agreed to a 4% increase (last year it increased by 7%).
- Mr. D'Amico will be before Finance Committee on 4/10 but Mr. Boynton explained the Snow and Ice was over by about \$30K due to salt costs. There is no plan to purchase salt now at a decent price because the salt barn will be torn down soon during construction of the new DPW garage.
- A discussion took place regarding Stormwater Management, waste catch basins, and MS4 permit issues by EPA and DEP. It is the town's obligation to be doing best practices and map all of the storm water systems. We want to be in a good place for future requirements.
- COA 16% increase as the cook position was being funded by Friends of COA and will now be under the general fund. The community is benefiting so it is unfair to have Friends of COA continue to pay.
- A full time Veteran's staff member was needed and shared between Medway, Holliston, Ashland and Hopkinton. There is currently 1 and ½ personnel and the board of directors decided to increase to help file claims, do paperwork and much needed outreach.
- Parks and recreation salary was explained. \$25K comes from Recreation Department budget and the other \$25K comes from the Parks revolving fund.
- Cultural Council is becoming more active at the Selectmen's request. There is an article for matching \$25K to make enhancements in town. There are a number of planned projects to bring cultural to the forefront.
- Tax Title-this is for legal fees to work with delinquent taxpayers.

- A discussion on Cherry sheet/School choice and library revenues followed. Explaining each in detail.
- Enterprise Accounts were discussed at length.
- Debt Expense-Ms. Carol Pratt will come before the Finance Committee to discuss at a future meeting.
- Mr. Boynton explained the water project timeline for Brentwood and the water treatment plan; he tied in how borrowing works with these projects as well.
- Projected debt, Retained earnings, water enterprise and solid waste were all explained.

Spring Town Meeting Warrant Articles

Warrant articles were discussed and reviewed.

Article 1-Snow and Ice-\$50K would fall to free cash

Article 2-A professional will be hired to assist with noise regulations that are antiquated. This is using free cash to hire a consultant to assist the Planning Board.

Article 3-Transfer \$200 to help the Town Administrator Office to pay a prior year unpaid bill.

Article 4-Transfer \$3,800 from the Assessor's Professional Technical Account to the Assessor's Revaluation Account for a revaluation process to get rolling again.

Article 5 Transfer funds from Debt Service to the DPS Facility. \$1.1 Million was authorized for design and OPM for the new garage.

Approved minutes

In a motion made by Mr. Alessandri and seconded by Mr. O'Neill, the Finance Committee unanimously voted to approve the Minutes of February 13, 2019 as amended; all ayes 7-0.

In a motion made by Mr. Alessandri and seconded by Mr. Dickie, the Finance Committee unanimously voted to approve the Minutes of March 11, 2019 as amended; all ayes 7-0.

In a motion made by Mr. Dickie and seconded by Ms. Segarra, the Finance Committee unanimously voted to approve the Minutes of March 13, 2019; all ayes 6-0. (Mr. Alessandri had left the room)

Chairman Rossi asked for members to please submit conflict of interest certificates to him.

Article 6-Rescind EMS Enterprise Account-this must be done

Article 7-Transfer of funds to make up remaining \$140K to get to appropriation figure for this budget.

All retained earnings were not taken in the fall.

Article 8-Tax title legal expense-to help to go through the ongoing tax title process.

Article 9-Master plan extension expenditure deadline.

Article 10-To grant a utility easement for Town Hall and Library

TM Warrant Articles

Article 1 Debt Stabilization Fund Transfer

Article 2 \$500,00 Ambulance Receipts Reserved and Ambulance Enterprise

Article 3 Appropriation FY20 Operating Budget

Article 4 Appropriation FY20 Water Enterprise Fund

Article 5 Appropriation FY20 Sewer Enterprise Fund

Article 6 Appropriation FY20 Solid Waste Fund

Article 7 Free Cash Appropriation: Capital and Other Items. This list of Capital items was briefly reviewed again.

Article 8 Raise & Appropriate: Roads and Sidewalks. \$800k from Exelon was added to \$750K in article 7 and Ch 90 money.

Article 9 Borrowing \$2.3 million for design of new facility and satellite wells

Article 10 Opening bids on 4/4 for the new DPW facility.

Article 11 Borrowing for Solar Array at the new DPW facility. May either purchase or lease. This is a draft so it the article will be for one or the other, purchase or lease.

Article 12 DPS Stabilization Transfer for the amount going towards the new garage.

Article 13 \$100K to put towards stabilization from Exelon

Article 14 OPEB trust Appropriation

Article 15 Medway Day Appropriation

Article 16 Matching funds for the Cultural Council grant

Article 17 CPC budget authorization for the year

Article 18 Fund Affordable Housing Unit Creation for Metrowest Collaborative for the expansion for 2nd \$1million. This is for a 40-50 unit increase, all affordable senior rental units that will be managed by Metrowest. There is no expectation that Medway will get the money back and no other expectation other than we will have utilized the affordable housing money to get to the 10% Safe Harbor figure. There are safeguards if the project isn't built we could get the money back. This is not a for profit development. This piece was permitted by ZBA. If this doesn't go forward, then Metrowest doesn't have the funding to build the other 40 units to get to the 10%.

Safe harbor was reached with the 1st 40 units for the 1st year. The Town obtained safe harbor for the 2nd year because ZBA approved before the 1st year expired. The 190 units on Main Street puts us just over the top.

Article 19 CPC Budget article

Article 20 Revolving funds authorization no changes this year

Article 21 Amend General bylaws: Delete Development Review Coordinating Council. No longer have the development review.

The Finance Committee will meet with Susy Affleck-Childs from the Planning Department to discuss the remainder of the articles.

Subcommittee reports: Deadline to submit is April 15th. Chairman Rossi asked members to please submit their reports for this deadline.

In a motion made by Mr. Ashok and seconded by Mr. O'Neill the Finance Committee unanimously voted to adjourn the meeting at 9:51pm, all ayes.

*Respectfully submitted,
Wendy Harrington*