



## Town of Medway

### FINANCE COMMITTEE

155 Village Street  
Medway MA 02053

Tel: (508) 533-3200

Fax: (508) 533-3201

Wednesday, June 9, 2021 – 7:00 PM  
Sanford Hall, Town Hall  
155 Village Street

Present: Todd Alessandri, Chair; Ellen Hillery, Clerk; Brian Cowan; Jeff O'Neill; Michael Schrader; Sue Segarra; Jim Sullivan.

Participating Remotely: Will Lane.

Staff Present: Michael Boynton, Town Manager; Carol Pratt, Finance Director; Barbara Saint Andre, Community Development Director.

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At 7:00 PM Chairman Alessandri called the meeting to order, reporting seven members present in the meeting room and one member participating remotely. Mr. Frank Rossi was elected to the Select Board and, per the Town Charter, can no longer serve on the Finance Committee. It was noted that all votes will be by roll call as is customary with remote participation. He shared the items on tonight's agenda.

#### **1.0 Emergency Transfer Request for Finance Committee Reserve Fund: Planning and Economic Development Board – Consulting Services**

*The following document was received: Transfer request, dated June 3, 2021, including proposal from consultant.*

Present: Barbara Saint Andre, Community Development Coordinator; Carol Pratt, Finance Director

Ms. Saint Andre introduced herself, noting she was present on behalf of the Planning and Economic Development Board. She explained that there have been issues with noise in parts of the community, and the consultant is to examine these issues in order to suggest changes to bylaws. The vendor, Noise Control Engineering LLC, has submitted a proposal to accomplish this. She listed some of the tasks that will be involved in this work. Ms. Saint Andre reported that this particular firm has often appeared before the Board to present information on Special Permit Site Plan Reviews so they are familiar with their work. She emphasized that this issue is of great concern to many residents and therefore they do not wish to wait until this appropriation can be placed on the Fall Town Meeting Warrant.

Mr. Schrader theorized that the most noise he notices is from vehicles. Ms. Saint Andre responded that traffic noise can be an issue but not something the Town can regulate or enforce.

Mr. O'Neill suggested that perhaps this transaction could be done as an account transfer within a departmental budget without coming to the Finance Committee Reserve Fund. Without this transfer, it would be a clean year (no expenditures) for the Reserve Fund. Ms. Pratt responded that it could be done that way. It was noted that, in order to repurpose unused funds, there would have to be a Town Meeting Article stating that those funds will not fall to free cash, and specify a new purpose for the funds.

Responding to a question from Mr. Sullivan, Ms. Saint Andre stated that the proposed cost is a reasonable estimate and will not exceed the amount specified.

Ms. Segarra asked if something has occurred recently to push this forward now instead of waiting. Ms. Saint Andre responded that the Board has not been using a professional consultant when working on zoning updates as the Board has been doing it themselves. This, however, is a more complicated issue and a consultant will help us navigate it. It's time for professional help with the right expertise. She clarified that the transfer request is more of a timing issue than a reaction.

Addressing this question to Ms. Pratt, Ms. Segarra asked if there was anything the Finance Committee should be watching. Ms. Pratt responded that the current budget ends on June 30.

At this time, Chairman Alessandri asked about the status of the Parks and Recreation Revolving Fund. Ms. Pratt responded that it is in good shape as revenues from field use have come in and no assistance is needed.

Chairman Alessandri explained that a transfer of funds from the Reserve Fund are intended to be used for emergency, unanticipated, or unplanned expenditure. Ms. Saint Andre reported that the Planning and Economic Development Board typically does not budget this kind of money for consulting, and it was not known that the funds were necessary until recently. Chairman Alessandri spoke briefly about the battery storage facility study and the funds used to cover those expenses. Brief discussion followed.

**Mr. Schrader made a motion to approve the transfer request of the Planning and Economic Development Board in the amount of \$6,900 to cover the cost of consulting services for noise standards and revision; Ms. Segarra seconded. No discussion. ROLL CALL VOTE: 8-0-0 (Alessandri, aye; Cowan, aye; Hillery, aye; Lane, aye; O'Neill, aye; Schrader, aye; Segarra, aye; Sullivan, aye).**

### **2.0 Update on Finance Committee membership – Reappointments and Vacancy**

Chairman Alessandri reported that the appointment terms of three members were expiring on June 30. Mr. Rossi will not return as he has been elected to the Select Board. Ms. Segarra and Mr. Schrader have expressed interest in being reappointed. Chairman Alessandri explained that he will be meeting with the Finance Committee Appointment Committee on June 21 to review applications as a result of the advertisement of vacancies.

The Finance Committee will not have a Vice Chair for the remainder of FY21. We will reorganize at the July meeting, revisit liaison assignments and set meeting dates. Chairman Alessandri asked members to consider their assignments, noting that someone will need to take over Mr. Rossi's assignment of being the School Committee liaison.

### **3.0 Update on FY21 Budget, Year-End Transfers, and COVID-19 funding eligibility**

*The following documents were received: Town Revenues as of 5-31-21; COVID-19 Funding Support as of 6-3-21, and Town Expenses as of 5-31-21.*

Present: Carol Pratt, Finance Director.

Ms. Pratt began with the revenue sheet and highlighted two specific areas. Personal and real estate taxes figures reflect an inflated figure which is the result of a settlement that was finalized. Ordinarily 100% of those taxes are not collected within the fiscal year. Under Licensing and Permits, there is a large number due to a large payment from a group working on a project at 39 Main Street. All other columns are pretty much in line with previous years. She pointed out that State Aid is over 100% due to the fact that the Town budgeted low for that line item assuming it would be decreased at the state level, and then the State Aid came in at an amount level with previous years. Brief discussion followed.

Regarding the Year-to-Date budget report reflecting expenses, Ms. Pratt indicated that the year-end will not be much different as these figures reflect approximately 95% of the anticipated expenses. It was noted that the electricity expense on the new DPW building is included in this report even though it has not been occupied for a full year. Next year's utility expense will reflect a full year in that building. Brief discussion followed.

Ms. Pratt reported that COVID-19 funding was complicated to follow due to the various funding sources based on specific things each funding source would cover as well as the things that were ultimately eligible for reimbursement. She briefly reviewed the funding sources and the amount billed to each this year. There are still funds available but there are also expenses that have not been applied. She believes that those expenses can be processed before June 30. There is one fund (ARPA) that will be split into two parts, and the first 50% should come in before June 30 with the other half coming later. One piece that is unknown is funding that went to counties and whether some of that will trickle down to Medway. Each funding source has its own timeline on when expenses are to be submitted and funds awarded, with a specific time period during which the funds can be applied.

At this time, Chairman Alessandri explained that there is concern that there will not be enough money to replace the artificial turf on the high school field, noting that a possible solution is to earmark unused Finance Committee Reserve Fund monies toward the Field Stabilization Fund. What would be the mechanism by which to do so? Ms. Pratt responded that the funds could be taken out of certified free cash which is determined in the fall. We have been able to get the state certification before the Fall Town Meeting in previous years which would enable us to prepare a warrant article to either repurpose the funds or authorize an appropriation from free cash. Chairman Alessandri theorized that the fields will come up for turf replacement in approximately five years allowing for a ten-year lifespan. Regular field maintenance keeps the fields in good shape, but years of use will wear the turf down. Ms. Pratt suggested asking the Parks Commission to come in to address concerns and identify their plan for assessing field quality as time goes by as well as the financial impacts involved with turf replacement. It was noted that funds could come out of another stabilization account if Town Meeting action authorized it. Ultimately, the Town does not want to borrow funds for this. Ms. Pratt noted that, if there was debt expense for borrowing, it could not come out of the revolving account. Discussion followed.

Ms. Pratt exited the meeting at 7:56 PM.

Chairman Alessandri asked committee members for thoughts on this matter. It could be discussed in July. The August meeting is typically cancelled which would put this to the September meeting. It may be too soon to have revenue figures for FY21 to review at the July Meeting. Do we want to have a field assessment report as well? What about an explanation of the field maintenance process? Does the

Select Board have a plan as well? Can money for this come out of the Capital Stabilization Fund? Discussion followed. Chairman Alessandri will reach out to the Parks Department to let them know what information we are seeking: usage patterns, condition of fields, revenue vs. expenses, additional purchases, and related topics. There was brief discussion on other communities building multi-field complexes who will in time become competitors for field time.

#### **4.0 Other Business**

**Chairman's Report** – Chairman Alessandri encouraged members to watch the Select Board meeting from Monday for a good review on water and sewer rates.

**Clerk's Report** – The Finance Committee Reserve Fund has a balance of \$93,100; the Finance Committee FY21 budget has a balance of \$1170.28.

**Liaison Reports** – Many boards and commissions have not met since before Town Meeting. Mr. Schrader noted he has been working with the New Water Facility Building Committee and the design process is moving along. Ms. Hillery reported that the Master Plan Committee had its initial meeting as well as a community forum via Zoom. The next meeting will be on June 28.

#### **Review/Approval of Meeting Minutes**

*The following documents were reviewed: Draft minutes from April 14, 2021 and May 10, 2021.*

**Mr. O'Neill made a motion to approve the April 14, 2021 minutes, as amended; Mr. Sullivan seconded. No discussion. ROLL CALL VOTE: 8-0-0 (Alessandri, aye; Cowan, aye; Hillery, aye; Lane, aye; O'Neill, aye; Schrader, aye; Segarra, aye; Sullivan, aye).**

**Mr. O'Neill made a motion to approve the May 10, 2021 minutes, as amended; Mr. Sullivan seconded. No discussion. ROLL CALL VOTE: 7-0-1 (Alessandri, aye; Cowan, aye; Hillery, aye; Lane, abstain; O'Neill, aye; Schrader, aye; Segarra, aye; Sullivan, aye).**

#### **5.0 Upcoming Meetings**

The next meeting will be at 7:00 PM on Wednesday, July 14. The committee will reorganize for FY22.

Chairman Alessandri asked members to notify him if they are unable to attend a meeting as it may affect a quorum. He added that, If the Parks department is able to come in August, there will be an August Finance Committee meeting. Members should also be thinking about liaison assignments and if they want to make any changes. The committee will also need a Vice Chair.

#### **Adjourn**

**At 8:31 PM Mr. O'Neill made a motion to adjourn; Mr. Schrader seconded. No discussion. ROLL CALL VOTE: 8-0-0 (Alessandri, aye; Cowan, aye; Hillery, aye; Lane, aye; O'Neill, aye; Schrader, aye; Segarra, aye; Sullivan, aye).**

*Respectfully submitted,  
Jeanette Galliardt*