

**Select Board Meeting: Budget Workshop
March 5, 2022 – 8:30AM
Sanford Hall, Town Hall
155 Village Street**

Present: Maryjane White, Chair; Dennis Crowley, Vice-Chair; Frank Rossi, Clerk; John Foresto, Member; Glenn Trindade, Member.

Staff Present: Michael Boynton, Town Manager; Allison Potter, Assistant Town Manager; Katherine Bird, Human Resources Coordinator; Carol Pratt, Finance Director; Julie Harrington, Parks and Recreation Director; Peter Pelletier, Director, Department of Public Works (DPW); Barry Smith, Water Superintendent; Police Chief Allen Tingley; Police Lieutenant William Kingsbury; Fire Chief Jeff Lynch; Deputy Fire Chief Mike Fasolino; Fire Lieutenant Craig Vinton; Richard Boucher, Director, Information Services.

At 8:30 AM, Ms. White called the meeting to order and led the Pledge of Allegiance.

Public Comments: There were none.

Review of Proposed Fiscal Year (FY) 2023 Operating Budget

The Board reviewed the proposed Fiscal Year 2023 operating budget.

Mr. Boynton stated the budget planning began with the expectation of a 10% health insurance increase and other nondiscretionary costs including \$700,000 to the schools. He commended the Select Board and Finance Committee (FinCom) over the years regarding the building of staffing. This budget reflects four and one half additional positions including: (1) Assistant Recreation Director, (2) Deputy Fire Chief, (3) Police Patrol position to address the midnight patrol staffing issue, (4) DPW Parks position that will be funded from solid waste, and (5) an eighteen hour per week Conservation position to do field work. He noted that he decreased the health insurance increase to 7% even though our new vendor is not increasing the cost so there is a 0% increase, but he wants to build capacity as: (1) we are now self-insured, (2) it allows us to address any miscalculations by the underwriters, and (3) it allows us to address any unforeseen high impact claims.

Fire Department

Present: Chief Jeff Lynch, Deputy Chief Mike Fasolino, Lieutenant Craig Vinton

Chief Lynch stated the purpose for the added position for the second Deputy Chief is for a loss prevention officer in anticipation of growth due to the 190 units at 39 Main Street as well as the many townhomes being built. He noted that they have not been able to keep up with their loss prevention program, which brings a great deal of protection to the Town. This added position is also reflective of the increase in calls and reported that in 2013 we had 1,300 calls and, last year, we had almost 2,300 calls. He further noted that, year to date, the calls are up 31% with 27% being Emergency Management Service (EMS) calls. He anticipates this to increase even more as The Willows is not fully populated with only 68 residents currently. Mr. Boynton noted the high workload for the administrative team. He stated the East Hampton Fire Chief has the same community risk reduction position and explained the workload relative to administrative needs for grant writing, as well as day to day paperwork. He

explained that one Deputy will be for Operations and Training. Emergency management will be transitioning from Police to Fire upon Chief Tingley's retirement, as well. He noted that the Deputy Chief of Community Risk Reduction will interface with the schools. Ms. White asked if they are also paramedics, and this was confirmed. Mr. Boynton stated this also results in the added benefit of allowing us to stagger weekend coverage. Mr. Crowley asked if the additional position would impact full coverage. It was stated it would not.

Mr. Crowley stated his agreement with the budget and noted that the total budget was \$1.2 million in 2021 and is now up to \$1.8 million which is a \$600,000 increase in two years. He asked where we are going in the future and if we will be continuing to add staff. Deputy Chief Fasolino stated staffing increases will be based on the volume of medical calls noting their calls are going up exponentially. Mr. Crowley stated that these EMS calls generate revenue. Mr. Trindade asked if any more staff is needed unrelated to EMS calls. Mr. Boynton stated his belief that we will not need to hire new staff as we had already added four positions to address the known growth. He stated that we have also had a lot of simultaneous calls noting that we send two ambulances on these medical calls as we do not know what we are dealing with so they may need that additional assistance. He reiterated that he does not see the need to add additional staffing.

Mr. Crowley noted on page 57, for the fire stipends line item, in FY22 there is \$132,000 but only \$19,000 is being recommended for FY23. Mr. Boynton explained that the stipend for Emergency Medical Technicians was rolled into their salaries, which is another reason the base salary number is higher. Mr. Crowley asked about the funds in the ambulance enterprise account since we are looking to buy another ambulance in FY23. Mr. Boynton stated that we requested approval to move forward with this order as there is a 22-month window for order time. Mr. Crowley asked what is in reserves and what has been budgeted. Mr. Boynton stated \$400,000 was budgeted. Ms. Pratt stated \$520,000 will be in reserves as of July 1, 2023, which is when we are planning to purchase the ambulance. Mr. Crowley asked what is in this account now. Ms. Pratt stated \$1 million but \$700,000 will be removed to assist with balancing the budget. Mr. Crowley stated that \$300,000 will remain and asked where we get the added \$100,000. Ms. Pratt stated her assumption of \$720,000 over the next two years noting she always carries a balance of \$400,000 and anticipates this will grow to \$500,000 by 2024. Mr. Crowley stated his concern as on average we are earning \$61,000 per month on ambulance runs. Mr. Boynton stated those numbers are going to be higher as the \$61,000 per month average included \$45,000 for a couple of the months prior to The Willows opening. Mr. Trindade asked if we analyze ambulance data including collections and how are we doing on collections for patient owed funds. Ms. Pratt stated yes and that these numbers are riding steady. Mr. Trindade asked if we are not seeing substantial write offs. Ms. Pratt confirmed. Mr. Crowley asked if we worked out revenue relative to Holliston EMS calls. Mr. Boynton reported that State 911 got involved and they are giving us a one-time additional \$5,000 noting we anticipate only doing this for 90 days. Mr. Crowley asked if the four Holliston dispatchers are being trained. Mr. Boynton confirmed. Mr. Crowley asked where the \$5,000 goes. Mr. Boynton stated strictly into the dispatch program via a formula grant.

Mr. Crowley asked Chief Lynch how many full-time staff were in place when he started. Chief Lynch stated four plus himself. Mr. Crowley noted that we are up to 23 staff and commended Chief Lynch on his efforts. Mr. Trindade asked if inspections are a revenue opportunity. Deputy Chief Fasolino stated only on the permitting side noting they have increased that amount in July. Mr. Trindade asked about the specific amount. Mr. Boynton stated we have never broken this out as building inspections are built into that amount. Mr. Boynton explained what encompasses inspections. Ms. White asked for a status on radio system compliance. Chief Lynch stated there are 3 to 4 buildings left to address this and they

are blaming COVID on impacting their ability to obtain the necessary items. Mr. Foresto asked about instituting a deadline. Chief Lynch stated this is difficult due to supply chain issues with COVID noting the Community Church needs parts and due to COVID are having difficulty obtaining them. Mr. Crowley asked if the Plaza has complied. Deputy Chief Fasolino stated that they on the central station and are allowed to be on that but are saying they are putting in radio box. Mr. Trindade asked about space constraints with additional staff. Mr. Boynton stated we may convert space behind Town Hall to office space to address this.

Parks and Recreation

Present: Julie Harrington, Director

Ms. Harrington stated the biggest budgetary change is adding an Assistant Director. She noted that four years ago, the department hit the ground running, and she feels it is at a good place as far as fulfilling community needs, but with the added person she could further expand programs. Mr. Boynton stated this is a must have versus like to do as it is a 7 day a week, 20 hours per day position. He noted that Ms. Harrington created a highly efficient and appreciated program that did not previously exist. He completely supports this added position and does not anticipate the need for additional staff in the future. Ms. White commended Ms. Harrington on her efforts. Mr. Trindade asked about statistics relative to the number of kids in these programs including the number of different kids we are reaching. Ms. Harrington stated there are some of the same children in different programs, children in only one program and noted other towns are serviced as well. Initially, participation percentages were 40% Town residents and 60% out of town residents. Now it is 80% Town residents and 20% out of town residents. She noted Medway residents have one week to register before out of town residents. Most towns have a different rate for out of town residents, but she has not to this point, as her goal is to keep costs low. She has fifty kids scheduled for August with ten on the wait list and services 200-300 kids in the summer. Ms. Harrington reports that, as of February, she has collected \$98,000 in program fees only for summer programs noting that she started a new pre-school summer camp this year. Mr. Trindade asked how many other part-time staff support these programs. Ms. Harrington stated she has ten summer camp staff. Mr. Trindade asked where these costs are incurred. Ms. Harrington stated out of Parks fees. Mr. Crowley asked if the school has a summer camp as well. Ms. Harrington confirmed this and that it is via Community Education and is called Summer Adventures. The special needs children on Individual Education Plans (IEPs) have Camp Sunshine. Mr. Crowley asked if she saw a conflict between the school and parks on summer programs. Ms. Harrington stated no. Mr. Crowley asked how her numbers compare to the schools. Ms. Harrington stated the schools have more kids noting that she has less as she: (1) likes to know each child, and (2) since hers is at Choate that limits capacity noting the school uses the Middle School. Mr. Crowley asked when her busy timeframe was. Ms. Harrington stated January on, as she is planning for summer and managing the spring fields schedule. Mr. Crowley asked if it was possible to get someone hired prior to July 1 to assist during her busy period, specifically, April to June assuming a cost of \$15-\$18,000. The Board agreed. Ms. Pratt noted the Parks revolving account has the money. Mr. Boynton stated the other option is the FinCom reserve. Mr. Boynton will determine the funding mechanism for the April to June support. Mr. Trindade asked if \$50,000 is too high a salary for an Assistant Director. The rest of the Board felt the amount was appropriate. Mr. Crowley asked when the window is to transfer funds into an account. Ms. Pratt stated at the end of the fiscal year. Mr. Rossi asked what the \$10,000 for trails encompassed. Mr. Trindade stated it is for trail maintenance. Mr. Boynton stated this is providing the trails committee some additional funding for signs, a shed for storage, etc. The Board commended Ms. Harrington's efforts.

Police Department

Present: Chief Allen Tingley, Lieutenant William Kingsbury, Lieutenant Matthew Reardon

Chief Tingley handed out updated documentation on the current status of the police cars and the 2021 yearly report of the Franklin/Medway jail diversion program. Mr. Boynton stated this is bittersweet as Chief Tingley will be retiring in July and has enjoyed that partnership. He thanked Chief Tingley on his efforts. Chief Tingley stated most of the salary line items are contractually based, noting the significant increase reflects the additional patrol staff previously discussed as well as payoff relative to his retirement and the three retirements that occurred post last year's budget. He noted that of the three people who retired, two had no higher education, and one had an Associate Degree. The four people currently in the academy all have educational degrees. The holiday line item increased due to the added Juneteenth holiday. Mr. Boynton stated the goal is to increase staffing on the night shift and does not anticipate additional positions in future years. April 7th is the first time the Police Academy graduation is taking place at the Medway High School auditorium and is at 5pm. Mr. Crowley asked how many total new positions have been added. Mr. Boynton stated a total of 4.5 including Police, Recreation, Fire, Parks, and one-half of a Conservation position. Mr. Trindade noted that this is the most people added in one year. Mr. Crowley asked if the Police total is 28. Lieutenant Kingsbury stated the total staff is 26. Mr. Crowley asked how that compares with the national standards. Lieutenant Kingsbury stated the standard is 1.9 per thousand residents as well as taking into consideration what happens in your specific community. He noted that currently we are slightly below the standard and the new hire will put them slightly above, but we also want to look at what we do for the community. Mr. Trindade asked about training. Lieutenant Kingsbury noted there is still work to do noting we are strong in the must have training and lacking in some areas but still ahead of curve. He stated in a few years we will be exactly where we want to be, including preparing for job promotion. He reported that accreditation and certification will be mandatory for each department in the state within a two-year timeframe noting Boston is behind in implementing police reform. He stated we are ahead of the curve as we have been implementing some of these requirements over the years. He stated the standards need to be met for both the building and operations. He notes the challenge will be meeting the building standards some of which include bulk storage for evidence, an evidence room, an interrogation room, fencing in of the generator, etc. that we do not currently have in place. He reported that senior patrol staff are taking on a supervisory role as they hire new staff and are completing administrative duties. There was discussion about mandating body cameras noting if the State mandates this, they would also need to fund this, but we would also need a full time civilian to manage the storage of film, access for public records requests, etc. Mr. Rossi asked if there were other issues in addition to the body cameras. Lieutenant Kingsbury stated new use of force regulations have been implemented, noting in the past this was based on federal regulations and state case law. He stated there is no certified training on this at the state level and anticipates further tweaking of these regulations. He noted that in the past, if violated, it was a civil offense and now it is a criminal offense. He also reported that the Internal Affairs system has changed and continues to change at the state level. Mr. Boynton touched on the building issues noting Fire also has issues as we do not meet current standards. If accreditation becomes mandatory, this escalates the need for addressing the building issues. Mr. Crowley asked that if we come back with building issues would we have to address these in order to be accredited. Lieutenant Kingsbury confirmed. It was noted that the current building most likely would not be able to be rehabbed to meet these needs. Mr. Crowley asked if this would impact obtaining grant funding. Lieutenant Kingsbury stated the law says that we must get accredited, but we do not know the full impact at this point in time. He stated operationally we can meet each standard, but the building will be our issue. Mr. Boynton stated if the way the new regulations come down are that all police departments must be accredited due to statute and are not modified to provide some type of exceptions, the challenge becomes any arrest, criminal procedure, etc. is undermined for those departments not accredited. Mr. Trindade asked how many are

accredited now. Lieutenant Kingsbury guesstimated 50-70 noting Franklin just finished and it took three years and Hopedale, and Millis are working on it now. Mr. Foresto asked if we need to do a land acquisition, what is the timetable to walk into an accredited building. Mr. Boynton stated if it was a go as of today, we would need to ask for funding at this spring town meeting for design and Owner's Project Management (OPM) funding, then it would take four to five months to secure an OPM and architect, then at the 2024 town meeting we would need to obtain the building project funding, then it would take 18-24 months for construction for a total of 4-5 years out noting this would be for fire as well. Mr. Foresto stated if it was a go today, it would be 5 years to completion, with the budget two years away. Mr. Boynton confirmed. There was further discussion about the impact of accreditation in Medway and the process to allow the time for its implementation. Mr. Trindade noted the bigger issue is finding the land based on discussions in the Facility Committee. Mr. Trindade asked for a status on patrol cars. Lieutenant Kingsbury noted that we are in a good place for patrol cars as well as training. Mr. Crowley referenced page 50 noting \$126,000 was budgeted for police vehicles with \$211 spent to date and asked if that will fall into this year's budget. Chief Tingley stated they will spend the balance of the budget. Mr. Crowley asked if two cars will be purchased this year and two next year. Mr. Boynton stated two for this year and three for next year. Mr. Trindade asked in terms of calls, if we are seeing anything out of the norm or concerning. Lieutenant Kingsbury stated over a ten year history the steadiness of crime has gone down, especially with the more proactive we are on house breaks. He stated sex crimes are also down, however, the amount of time spent on digital crimes, i.e., sexting, financial, have increased dramatically. They sent one detective down to Alabama to work with the secret service for digital crime training. They have spent 500 hours on one case, a lot of which was for subpoenas to obtain data. Overdoses are down and it is usually a matter of a bad batch, noting there is little heroin out there, but fentanyl is now out there. There were seven overdoses last year noting we have been fortunate as we have a lot of resources here to handle these. House breaks were at 25-30 per year over the past ten period with 75% solved. We have had two per year with 75% solved and then one last year noting very little property is able to be returned. He reported that if we make a case for one of our house breaks, we usually will impact 15 cases in other towns. Sex assaults, child porn, and house breaks are a priority. Mr. Crowley asked about the ages of those who overdosed. Lieutenant Kingsbury stated from high school age to the 60s. He stated there are not as many overdoses due to confusion of taking medications but now are mostly due to bad drugs. Mr. Trindade asked if there was anything more that we can do. Lieutenant Kingsbury explained all of the work that is done for prevention including work with the Council on Aging as well as information on the website and Facebook. Lieutenant Kingsbury noted that fundraising calls on behalf of the police are mostly scams as they only fundraise every five years.

Department of Public Works (DPW)

Present: Peter Pelletier, Director and Barry Smith, Water Superintendent.

Mr. Boynton commended Mr. Pelletier on his budget efforts this being his first time. Mr. Crowley referenced page 70 the safe tree work line item. Last year \$68,000 was budgeted and we spent \$60,000 noting that we are only budgeting \$68,000 this year and he would like this increased and will discuss this when we get to the general fund discussion. Mr. Pelletier agrees stating most tree work is done by contractors noting we are playing catchup. Ms. White asked if there are areas on hold. Mr. Pelletier stated they are being selective. Mr. Boynton clarified that these are the trees still standing noting that Mr. Carew has done a good job identifying the worst of the worst. Mr. Crowley referenced page 74 the road work line item noting \$80,000 was budgeted with \$33,000 spent and asked if that is only material. Mr. Pelletier confirmed noting that is material only not labor. Mr. Boynton reported that our own crew

completes the patching. Mr. Crowley referenced page 75 the snow and ice line item noting that he would also like to increase this amount. He then referenced page 77 the Parks water line item noting in 2021 \$1081 was spent and in 2022 \$38,000 was spent and asked if this was due to the splash pad. Mr. Pelletier confirmed. Mr. Pelletier noted the added Parks position which will be paid out of solid waste. He stated the solid waste cost for trash bags is going up due to the new type of bag as well as the impact of COVID on the price of the bags. He stated they have received a handful of complaints about these new bags ripping easier and being not as big. He reported the material is the same just the color is different, and they look smaller because of not tying it anymore and having the drawstring, it may look smaller but really is the same size. Mr. Pelletier stated for the sewer side, they are spending more on consulting, and Mr. Smith is spending more on Inflow and Infiltration. He stated his Parks staff assisted on many other projects including the peace garden, pickleball courts, and fields, noting they are doing a great job. Mr. Boynton noted there will be a town meeting article of \$331,000 for the purchase of a piece of equipment for stormwater compliance and collection of debris funded by \$150,00 of free cash and \$181,00 of sewer retained earnings to impact our Municipal Separate Storm Sewer System (MS4). Mr. Pelletier referenced the stormwater budget, noting catch basin cleaning is scheduled in the spring at a cost of \$50-60,000 and that a lot of best management practices for storm basins have not been maintained which is also part of MS4. They plan to also spend funds on a process control plan. Mr. Trindade asked if all of these drains are mapped. Mr. Pelletier stated they have mapped a lot, but there is more to be done. He reported that he would like to look at an asset management plan to address stormwater and plans to apply for a grant to support that effort. Mr. Trindade asked if we know where all the pipes are located. Mr. Pelletier stated no but they are working on that. Mr. Boucher reported that Fran Hutton-Lee is retiring in August, and he has asked if Mr. Pelletier needed more Geographic Information System (GIS) support which was confirmed noting they plan to rescope the role. Mr. Foresto asked if the development areas with culverts are known. Mr. Pelletier confirmed. Mr. Boynton noted the need to meet standards relative to conservation. Mr. Crowley asked about the payroll allocation spreadsheet and if the heading of the last column is correct. Ms. Pratt stated that is actually part-time salaries not annual budget and will make that correction. Mr. Crowley asked how big the DPW building is. Mr. Pelletier stated 35,000 square feet. Mr. Crowley asked what vehicles are parked inside and how many are water and sewer. Mr. Smith stated three are water vehicles. Mr. Crowley asked if there is any water administrative space in the building. Mr. Smith stated no. Mr. Crowley stated his point is about the percentage of the DPW building debt that is allocated to the enterprise accounts: (1) solid waste is charged 5%, (2) water is charged 25%, (3) sewer is charged 10%, and (4) the enterprise funds are charged 40% of the debt but are not using 40% of facility. Mr. Boynton stated that building maintenance maintains all facilities and vehicles noting that water has 13 vehicles that have to be maintained out of the DPW facility. Mr. Crowley stated his personal opinion is that the enterprise accounts are being charged too much. Mr. Boynton stated he disagrees. Mr. Rossi stated the enterprise fund's purpose is to fund these types of costs, so he does not understand the issue. Mr. Foresto pointed out the percentage of residents that have town water is 75% and that have town sewer is 50% are they are subsidizing that debt and those who don't have these services are not. Mr. Crowley stated he is not asking to change this allocation this year but would like to look at changing it in the future. Mr. Foresto stated his non-support of Mr. Crowley on this issue noting his water bill has doubled since last year noting this is due to DPW facility and the future water treatment facility. He also wanted the Board to think about the downstream effect of making any changes. Mr. Boynton stated that they bench tested peoples water meters who complained about the costs noting that most of them were slower, so they

are actually using more water than the meters are tracking. Mr. Crowley referenced page 5 of the FY23 budget projections spreadsheet, specifically the solid waste enterprise account expenses requesting that the title of solid waste employee benefits of \$130,00 be changed to indirect plus employee benefits not just employee benefits. Mr. Crowley then noted the differential of indirect costs and salaries of each of the enterprise accounts and the number of the associated actual DPW staff noting the percentages are different. Ms. Pratt explained that this is because she uses full time equivalents (FTEs) which results in DPW at 11.5, solid waste at 7.5, sewer at 3.9, and water at 11.1 FTEs. Mr. Trindade asked if the Department of Revenue (DOR) would agree with this approach if the Town is audited. Ms. Pratt stated that the DOR liked our model so much they asked for it so they share it with others. Mr. Pelletier handed out the water rate study spreadsheet. Mr. Boynton noted the impact of the water treatment facility with 12% built into the current year and 12.9% the following year, noting the need to use some level of retained earnings for the balancing act to keep the rates from going through the roof. This shows we have used retained earnings for 2023 and 2024 and are way down due as that will be the first time the water treatment facility is online. He noted the first column of \$570,876 of the debt capacity was already built into the debt budget for the cost of facility. He noted that the funds from the 39 Main Street project, American Rescue Plan Act (ARPA) money, and the \$300,000 state ARPA earmark for a total of \$570,000 this year will be used to reduce what we have to borrow on the project. He stated that if we leave the funds in retained earnings we will have increased retained earnings. He stated it is a question to the Board as to whether to have higher retained earnings or lower the debt noting it does not have a substantial impact each year. Mr. Boynton then explained the timeline of the water treatment project. He wanted to show that we are being consistent with the rates and are not going higher because of the increased cost of the facility. The rate consistency is also impacted by 100% of the ARPA funds going to the water treatment facility. Mr. Trindade asked about the chemicals we need to filter and if are we comfortable that this plant can address future demands. Mr. Boynton stated yes and no as you can't design for a yet to be defined expectation, and they have designed the facility to allow for the equipment needed to deal with per-and polyfluoroalkyl substances (PFAS) to be dropped in. Mr. Foresto stated that access to the building and building space has been planned to address new needs for PFAS. He stated if something comes up beyond PFAS, we have done as much as we can to look to the future. Mr. Smith confirmed. Mr. Boynton stated Environmental Partners stated to wait until there is an issue with additional substances and we can address them at that point. Mr. Rossi stated in reference to how to use the \$570,000 for dealing with the costs of the water treatment facility that since interest rates are going up, he feels it makes more sense to borrow more now and keep the funds in retained earnings. Mr. Boynton stated his preference was also to leave the \$570,000 in retained earnings as we still have old infrastructure out there and that allows us the flexibility to address issues that may arise. Mr. Foresto reported that Holliston funded their water treatment facility with retained earnings and agrees with Mr. Boynton. Mr. Crowley stated that he thinks we could have \$2 million in retained earnings next year and asked if Ms. Pratt will borrow the funds after town meeting. He also asked when we do borrow, when would we only be paying interest. Ms. Pratt stated that if we borrow in June, we have to pay interest and principal and if we borrow in July, we would be paying interest only. She stated her preference for a June borrowing. There was further discussion about the usage of the \$570,000 in retained earnings or to pay down debt. Mr. Crowley referenced page 97 of section 8 detailing debt service and asked what the true cost is for the new water treatment facility plus other costs. Ms. Pratt explained the costs include the water supply for Oakland and the water treatment plant. There was further discussion about how and what was included in the long term debt. Mr.

Crowley asked again for the real cost of the new water treatment facility and if we have enough built into the debt budget. Mr. Boynton explained what is planned to be included in these borrowings and how the costs were redistributed to impact the debt budget. Ms. Pratt explained the anticipated interest rates and their impact on the borrowing. Mr. Crowley asked if Mr. Foresto agrees that \$19.5 million is enough to fund these projects. Mr. Foresto stated he did not look at the raw water line costs. Mr. Crowley asked if the \$21.3 million included on-site supervision and is the total cost for the treatment facility. Ms. Pratt explained that she took the estimated \$26.3 million for the entire project and subtracted the \$4 million from ARPA funding. Mr. Crowley asked if the ARPA money is already built in. Ms. Pratt confirmed. Mr. Crowley then referenced page 1 of the FY23 debt service spreadsheet, specifically the FY22 column, and asked about the \$18,250 for the pickle ball court and where the \$250,00 projected number came from. Mr. Boynton stated that we had projected the need to borrow the \$250,000 but we never did. Mr. Crowley asked about the \$80,000 for Oak Grove land acquisition in FY22 but there is nothing for FY23. Ms. Pratt stated she had a discussion with Ms. Saint Andre and since they are not planning on any purchases, there was no amount put in for FY23. Mr. Crowley then asked why the municipal building at \$9.5 million is not plugged into 2027 as that is when the high school drops off. Mr. Boynton noted there is no savings when the debt from the school drops off as the tax revenue drops off as well since this is a debt exclusion. Mr. Rossi asked for confirmation that the Fire and Police buildings were not put in. Mr. Boynton confirmed. There was discussion about the revenue impacts from 39 Main Street, The Willows, and Timber Crest. Mr. Boynton noted that a lot will shake out once we have the bid pricing for the water treatment facility.

Information Services (IS)

Present: Richard Boucher, Director

Mr. Boynton noted that COVID impacted the Information Technology (IT) department in a big way relative to how we needed to change the way we do business and he commended Mr. Boucher on his efforts further noting the challenges in obtaining toner, equipment, etc. Mr. Boynton stated the need to beef up cyber security via a contractor on a trial basis as we cannot fund \$60,000 to have this inhouse nor do we believe we can acquire sufficient talent at that price.

Mr. Boucher stated there are more mobile devices in place which has greatly impacted the workload of his department. He then reviewed his staffing including: (1) three full-time technicians, (2) one network engineer, (3) one GIS staff member, and (4) one database manager. He stated he still needs additional staff to support the Town noting that if one full time technician is down, they struggle to maintain service. He then explained the efforts towards cyber security including the implementation of training over a five year period. The next step is preparedness and resiliency of our cyber security noting he has looked at many potential vendors and spoke to people in the state house on how to address municipal needs. The state came up with a blueprint on handling cyber security for a municipality. Mr. Rossi asked how much Franklin lost. Mr. Boucher stated \$540,000 noting he has been engaging with both Ms. Pratt and Ms. Russo regarding appropriate checks and balances currently in place. There was further discussion about disaster recovery efforts. Mr. Boucher noted the difficulty with school compliance relative to the cyber security training. The first year the school was at 20% and the Town at 80%. The second year the school did not participate, and the Town was at 90%. Last year the school was still only at 20%. He then explained the reason for the increase in the professional/technical line item from \$8,000 to \$40,000 noting this is to support penetration testing and live monitoring. Sumo Logic will be the vendor and collects all logs from all servers at a cost of less than \$5,000 noting the only downfall is

they do not look proactively. You must go look at the data. Mr. Trindade asked what happened to ClearGov. Mr. Boynton stated no one was going there. Mr. Trindade stated he felt that was the best resource to show the value of what Medway is doing. There was further discussion on the efficacy of using ClearGov. Mr. Boynton noted the upfront cost was \$4,500 and required hours of time to input data and also dictated a certain way to do the budget. Ms. Pratt noted that the DOR website allows for line by line budget comparison of towns. Mr. Boucher stated that public access to Treeno at a cost of \$45,000 came off budget for this year. He then addressed GIS staffing noting that the present staff member is retiring on August 17th and he is looking at getting more bang for the buck in that position working with DPW. He has also purchased a new mapping program that allows for three flyovers per year with improved pictometry noting the potential impact of tax rates and revenue from the improved areal coverage. Mr. Foresto asked about the quality of a GIS candidate at the \$40,000 per year salary. Mr. Boucher stated we could obtain a quality GIS candidate at that rate. He explained the staffing on the school side including: (1) three technicians, and (2) one database manager. He had three resignations and has filled one database manager and two technician positions. He stated the need to advocate for a position to support his department. He explained the increased usage of Chromebooks at a one to one ratio in kindergarten through grade 12 noting that 60-75 units per week are broken at middle school with 50% of the repairs required due to malicious damage. There is a six month wait on parts if they are sent out, so we have been fixing as many as possible inhouse. He stated if they do not have insurance at a cost of \$20 per year, the parents are being charged for the repair noting a 50% insured rate at the school.

Mr. Boynton updated the Board on the reason Ms. Bird was in attendance as implementation of the succession planning that was done in the past. Ms. Bird is learning this part of the general government process.

General Budget Discussion

There were no materials for the Board to review.

Mr. Crowley wanted to discuss the two budgetary items that he would like to increase: (1) tree work to \$32,000, and (2) an additional \$25,000 into snow and ice but stated he did not know where to fund these increases from. He stated potentially we could raise the projected revenue. Ms. Pratt stated she needs the current capacity as we do not collect all the moneys that we bill. Mr. Crowley stated the other option is to reduce expense someplace, specifically, the health insurance budget. There was further discussion about the quarterly health costs. Mr. Crowley noted that the first two quarters were at \$3,009,000 and asked if the next two quarters would be the same. Ms. Pratt noted that the last quarter is a balloon payment of approximately \$78,000. Mr. Crowley stated that we total \$6.1 million per year for health insurance costs and the new health insurance will be at the same cost as last year. Mr. Boynton explained that \$6.8 million is the current budgeted number and he took that and added 10% or \$680,000 to the budget. He then changed the 10% increase to a 7% increase at \$480,000 noting that the FY24 budget can absorb that amount provided that the FY23 numbers are accurate. Mr. Crowley said we could take \$57,000 of that to fund the tree work and snow and ice increases. There was further discussion on the potential amount of next year's free cash. There was discussion to use the health insurance capacity to fund \$32,000 tree work and \$25,000 snow and ice. It was noted that the current snow and ice is \$100,000 in deficit funding. There was further discussion to increase snow and ice to \$50,000 from the health insurance capacity. The Board deferred to the Town Manager. Both Mr. Boynton and Ms. Pratt agreed to take the added funding requests out of the health insurance capacity. Mr. Crowley then asked about the revenue stream and why we are unable to break out the \$800,000 from Exelon so people can see that. Mr. Boynton stated this cannot be separated out because it is

already built into the tax rate, and we cannot make it look like additional funds are impacting the levy. Mr. Crowley stated the Tri-County Vocational Technical number was very specific. Mr. Boynton stated that is what they provided. There was discussion about the Annual Town Meeting warrant article for the water treatment facility noting that we will not have that amount until late April. Mr. Crowley referenced the general budget overlay account and asked if any money is freeing up. Ms. Pratt stated no as Eversource has filed for an abatement in the amount of \$500,000. Mr. Crowley asked about the \$15,000 funding for Medway Day as there is already money in there from last year since this was not run due to COVID and he would like to remove that. The Board did not agree. Mr. Crowley asked about the anticipated water enterprise account fees coming in at \$4.5 million. Ms. Pratt stated she looked at the rate projection from Mr. Pelletier and it was \$4.2 not \$4.5 million. Ms. Pratt stated the need for \$575,000 to balance the budget. There was discussion about the accuracy of the debt budget. Mr. Crowley requested the revenue to date for all enterprise accounts. Mr. Boynton noted the need for a discussion about water. He stated we are underselling our capacity of water so not generating enough revenue because of the great job at water conservation but noted once 39 Main Street and The Willows come on, the revenue will increase. Mr. Crowley noted that we are not pumping to capacity for water and asked about allowing sprinklers but not irrigation. The Board did not agree. Mr. Rossi requested a review of the projected revenue page. He noted our capacity to raise the levy yearly at \$2.5 million and we have \$813,000 of unused capacity and asked why we do not bump that slightly lower. Mr. Boynton explained that we have \$100,000 in debt relief and \$500,000 in Exelon tax relief. We also made a couple of changes including: (1) estimated new growth at \$500,000 noting this was at \$350,000 in the past, (2) state aid is the same, and (3) we did not go high on local receipts as we need to offset that against real estate taxes that we don't collect. Mr. Crowley noted if we did what Mr. Rossi asked that would increase taxes. That was confirmed. Mr. Crowley referenced License and Permits stating that will result in a huge fall to free cash on the local receipts worksheet. Ms. Pratt noted that the excise tax coming in is lower so we will not have as much capacity in that area.

11:59 AM Mr. Foresto moved to adjourn. Mr. Trindade seconded. VOTE: 5-0-0

Respectfully submitted,
Liz Langley
Executive Assistant
Town Manager's Office