



Town of Medway  
**FINANCE COMMITTEE**  
155 Village Street  
Medway MA 02053

**Tel: (508) 533-3200**  
**Fax: (508) 533-3201**

Wednesday, April 10, 2024 – 7:00 PM  
Town Hall, Sanford Hall  
155 Village Street

Present: Brian Cowan, Chair; Ellen Hillery, Clerk; Bruce Carbone; Nick Fair; Will Lane; Jim Sullivan.

Absent: Chris Lagan; Michael Schrader.

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

Others Present: None.

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Pledge of Allegiance

At 7:03 PM Chairman Cowan asked those assembled to rise for the Pledge of Allegiance.

Public Hearing

In accordance with Town Bylaws, Chairman Sullivan convened a public hearing at 7:03 PM for the purpose of hearing public comment relative to the May 13, 2024 Special Town Meeting Warrant and the 2024 Annual Town Meeting Warrant. ZOOM access was posted on the public hearing notice and was active. A quorum of six members was present in the meeting room.

There were no members of the public in the meeting room or accessing the meeting via ZOOM.

There being no public comment, Chairman Sullivan asked for a motion to close the public hearing. **At 7:04 PM Mr. Sullivan made a motion to close the hearing; Mr. Carbone seconded. No discussion. VOTE: 6-0-0.**

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Call to Order

At 7:04 PM Chairman Cowan called the regular meeting of the Finance Committee to order with six members present. Members Chris Lagan and Michael Schrader were absent.

Public Comment

There was no one wishing to address the committee.

**Review of May 13, 2024 Special Town Meeting and Annual Town Meeting Warrants/ Vote Finance Committee Recommendations on Warrant Articles**

*The following information was received: (1) Updated Warrants; and (2) Memorandum dated March 13, 2024 from the Director of Community and Economic Development RE Zoning articles.*

Present: Michael Boynton, Town Manager; Carol Pratt, Finance Director.

At this time, Mr. Boynton suggested the committee start with the recommendations, noting that any questions can be answered as the committee moves through each warrant. There was no objection to this process.

**Special Town Meeting Warrant**

**Article 1: Prior Year Bills** – At this time, there are no prior year bills; however, the article will be kept open until Town Meeting to allow for a late bill to be submitted. **Mr. Sullivan made a motion that the Finance Committee assign a designation of TBD (To Be Determined) to Article 1, as suggested by the Town Manager; Mr. Lane seconded. No discussion. VOTE: 6-0-0.**

**Article 2: Free Cash Transfer: Cassidy Parking Lot Improvements** – **Mr. Sullivan made a motion that the Finance Committee recommend Article 2; Mr. Lane seconded. No discussion. VOTE: 6-0-0.**

**Article 3: Free Cash Transfer: Snow and Ice Deficit** – Mr. Boynton noted that he is waiting for an update on the account and recommends TBD for now. If a transfer is not necessary, the article may be withdrawn. **Mr. Sullivan made a motion that the Finance Committee assign a designation of TBD (To Be Determined) to Article 3, as suggested by the Town Manager; Mr. Lane seconded. No discussion. VOTE: 6-0-0.**

At this time, it was suggested that some articles could be bundled into a single vote.

**Mr. Sullivan made a motion that the Finance Committee approve Articles 4 through 6 as follows:**

**Article 4: Ambulance Receipts Reserves Transfer: Purchase New Ambulance**

**Article 5: Reserve for Overlay Release; Transfer to Dispatch Equipment Replacement and Capital Stabilization.** It was noted that this is for the equipment only; suitable software is still being researched.

**Article 6: CPA Transfer: Medway Community Farm Structure.** Ms. Hillery, liaison to the Community Preservation Committee, reported that the CPC has not yet voted the \$50,000 amount in Article 6 but will do so at their next meeting.

**Mr. Carbone seconded the motion. No discussion. VOTE: 6-0-0.**

**Article 7: Repurpose Water Project Funds** – Mr. Boynton reported that the bid was just received and suggested a TBD designation. An additional phase will be considered at Fall Town Meeting. He emphasized that the equipment will not be purchased until the regulations are finalized. **Mr. Sullivan made a motion that the Finance Committee assign a designation of TBD (To Be Determined) to Article 7, as suggested by the Town Manager; Mr. Carbone seconded. No discussion. VOTE: 6-0-0.**

**Article 8: Repurpose Monetary Article—School Projects** – These unused funds can only be used for the specific project unless repurposed. **Mr. Sullivan made a motion that the Finance Committee recommend Article 8 as presented; Mr. Carbone seconded. No discussion. VOTE: 6-0-0.**

The committee now turned its attention to the Annual Town Meeting Warrant.

Annual Town Meeting Warrant

**Mr. Sullivan made a motion that the Finance Committee approve Articles 1 through 3 as follows:**

**Article 1 – Debt Stabilization Fund Transfer**

**Article 2 – Transfer from Ambulance Receipts to General Fund**

**Article 3 – Appropriation: FY25 Operating Budget**

**Mr. Carbone seconded the motion. No discussion. VOTE: 6-0-0.**

**Mr. Sullivan made a motion that the Finance Committee approve Articles 4 through 6 as follows:**

**Article 4 -- Appropriation: FY25 Water Enterprise Fund**

**Article 5 – Appropriation: FY25 Sewer Enterprise Fund**

**Article 6 – Appropriation: FY25 Solid Waste Enterprise Fund**

**Mr. Carbone seconded the motion. No discussion. VOTE: 6-0-0.**

**Article 7 – Free Cash Appropriation: Capital and Other Items – Mr. Sullivan made a motion that the Finance Committee recommend Article 7 as presented; Mr. Carbone seconded. No discussion. VOTE: 6-0-0.**

**Article 8 – Raise & Appropriate: Roads & Sidewalks -- Mr. Boynton noted that there will be some large roadway projects coming up in compliance with the five-year plan. Once streets are designated for repair, the list is posted on the Town website and residents can check to see if their street is on it. Discussion followed in which it was noted that there are no state-owned roads in Medway. The state may pay for the resurfacing as part of the TIP (Transportation Improvement Program), but the community will be responsible for the maintenance of the roadway. Work on one road from Medway all the way to Bellingham will likely cost over \$1.4 million. Mr. Sullivan made a motion that the Finance Committee recommend Article 8 as presented; Mr. Carbone seconded. No discussion. VOTE: 6-0-0.**

**Article 9 -- Water Retained Earnings Transfer: Replace Ford F550 – Responding to a question from Mr. Fair, Mr. Boynton clarified that any projects that are water- or sewer-related must be funded from the relevant Enterprise Account, not the general fund. Mr. Sullivan made a motion that the Finance Committee recommend Article 9 as presented; Mr. Carbone seconded. No discussion. VOTE: 6-0-0.**

**Article 10 – Sewer Enterprise Retained Earnings Transfer: Inflow & Infiltration -- Mr. Sullivan made a motion that the Finance Committee recommend Article 10 as presented; Mr. Carbone seconded. No discussion. VOTE: 6-0-0.**

**Article 11 – Hanlon Track & Field Construction, Incl. Transfer from CPA Funds and Athletic Stabilization – There was lengthy discussion. Mr. Boynton reported that the field was replaced in 2014, and if it wasn't for the condition of the track, replacement of the field would not be going forward at this time. The cost is for the track, field, and appropriate fencing. An additional \$500,000 is necessary for an upgrade of the lighting; \$50,000 is the cost of relevant conduit and trench work. Responding to question of why the track and field cannot be separated into individual actions, it was noted that heavy equipment will be required for both projects, and the track would be damaged if the field replacement occurs at a later date. It was further noted that the ability to support natural turf all year long is impossible in this area of the country whereas an artificial turf field can be used most of the year (without snow cover).**

Regarding the financial aspects, Mr. Boynton reported there is not a separate account for field maintenance; Mr. Cowan would like to see increased effort to transfer funds into the Field Stabilization Account to help fund work. Increasing the amount for transfer would fall to the Select Board. Continuing, Mr. Boynton stated that rental fees from use of the turf field are applied toward maintenance of the grass fields. In accordance with a judicial ruling at the state level, rental fees are voluntary, the fee must cover the cost of the use of the field, and the fee paid must benefit the individual who pays. At present, the track cannot be used. The field is 1-2 years away from replacement and is showing wear now. It is also important to stagger field replacement so only one field is impacted at a time. Discussion followed on what may occur if the article does not get approved at Town Meeting, i.e., a possible Citizens Petition at Fall Town Meeting. While input from residents is encouraged, the individuals with professional expertise in field replacement as well as Town Engineering and Department of Public Works are suggesting to bundle the track and the field together to maximize funding.

After discussion, **Mr. Sullivan made a motion that the Finance Committee approve Article 11 as presented; Mr. Carbone seconded. No further discussion. VOTE: 5-1-0 (Fair oppose).**

Article 12 – Capital Stabilization Transfer: Memorial School Roof Replacement -- Mr. Boynton reported that the bid opening is next week, and suggested TBD for the time being. **Mr. Sullivan made a motion that the Finance Committee assign a designation of TBD (To Be Determined) to Article 12, as suggested by the Town Manager; Mr. Carbone seconded. No discussion. VOTE: 6-0-0.**

**At this time, Mr. Sullivan made a motion that the Finance Committee recommend Articles 13 through 15 as follows:**

**Article 13 – Appropriation: OPEB Trust**

**Article 14 – Appropriation: General Stabilization**

**Article 15 – Appropriation: Community Preservation Committee**

**Mr. Carbone seconded the motion. No discussion. VOTE: 6-0-0.**

Article 16 – Medway Grid PILOT Authorization – It was noted that this is a flat 20-year agreement. Chairman Cowan clarified that this vote is for the agreement only; if it does not pass Town Meeting, it does not present the battery storage facility from coming into Medway. **Mr. Sullivan made a motion that the Finance Committee recommend Article 16 as presented; Mr. Carbone seconded. No discussion. VOTE: 6-0-0.**

Article 17 – Amend Zoning Bylaws: Authorize FY25 Spending Limits – It was noted that this article adds a School Transportation Fee account as well as set spending limits for other accounts. **Mr. Sullivan made a motion that the Finance Committee recommend Article 17 as presented; Mr. Carbone seconded. No discussion. VOTE: 6-0-0.**

At 7:55 PM Ms. Saint Andre entered the meeting room.

Article 18 – Amend Zoning Bylaws: Scenic Roads – Ms. Saint Andre pointed out that this is a new bylaw to memorialize the existing regulations. Everything in the bylaw language is pulled out of the regulations, other than the penalties which are lower than reflected in the regulations. After brief discussion, **Mr. Sullivan made a motion that the Finance Committee recommend Article 18 as presented; Mr. Lane seconded. No discussion. VOTE: 6-0-0.**

Article 19 – Amend Zoning Bylaws: Awning Signs – **Mr. Sullivan made a motion that the Finance Committee recommend Article 19 as presented; Mr. Carbone seconded. No discussion. VOTE: 6-0-0.**

Article 20 – Amend Zoning Bylaws: Parking – **Mr. Sullivan made a motion that the Finance Committee recommend Article 20 as presented; Mr. Carbone seconded. No discussion. VOTE: 6-0-0.**

Article 21 – Amend Zoning Bylaws: Outdoor Displays – Ms. Saint Andre noted that this allows a business to have an outdoor display by right instead of having to get a permit from the Zoning Board of Appeals. **Mr. Sullivan made a motion that the Finance Committee recommend Article 21 as presented; Mr. Carbone seconded. No discussion. VOTE: 6-0-0.**

Article 22 – Amend Zoning Bylaws: Housekeeping – Ms. Saint Andre reported that this cleans up or clarifies language without changing intent of the referenced bylaws. **Mr. Sullivan made a motion that the Finance Committee recommend Article 22 as presented; Mr. Carbone seconded. No discussion. VOTE: 6-0-0.**

Article 23 – Amend Zoning Bylaw Map: Energy Resource District -- It was noted that this area is mostly electric power lines as opposed to residential. Right now, the Town has no control as it is under the jurisdiction of the State Department of Public Utilities. Ms. Saint Andre noted that the Planning and Economic Development Board will now have the ability to impose conditions on any permits sought for these properties. **Mr. Sullivan made a motion that the Finance Committee recommend Article 23 as presented; Mr. Carbone seconded. No discussion. VOTE: 6-0-0.**

At 8:11 PM Ms. Saint Andre exited the meeting room.

Article 24: Borrowing: Purchase Fire Truck – Mr. Boynton reported that this article was added after the last Finance Committee meeting. The Select Board is recommending the borrowing now to facilitate the funding for the engine instead of waiting until Fall Town Meeting. **Mr. Sullivan made a motion that the Finance Committee recommend Article 24 as presented; Mr. Carbone seconded. No discussion. VOTE: 6-0-0.**

Voting and discussion concluded at 8:13 PM.

### **3.0 Miscellaneous**

Chairman's Report – Chairman Cowan thanked everyone for submitting their committee reports for the Town Meeting Booklet, noting that he forwarded them to the Town Manager's office earlier today.

Clerk's Report – No report.

Liaison Reports – There were no reports from committee members. Chairman Cowan reported that the Facilities Study Group has continued to meet. A report on the Medway Block is available online. Additionally, tours of the Fire Stations and Police Station will occur at the end of the month. If people cannot attend, please let Chairman Cowan know so he can arrange for a separate tour. Mr. Boynton added that if committee members are interested in a tour of Town Hall, especially the basement area, to please let him know.

Ms. Pratt and Mr. Boynton exited the meeting room at 8:20 PM.

### **4.0 Other Business**

Review Appointment Terms of Finance Committee Members

Chairman Cowan reported that Mr. Lagan has indicated he will not seek reappointment, and that he has not heard from Mr. Schrader what his intention might be. Right now there are two vacancies (Mr. Lagan and Ms. Segarra who resigned in March). He suggested that committee members share the vacancy information as appropriate. He indicated he would like to hold a workshop at Town Hall some Saturday afternoon for people who are interested in serving on the Finance Committee to learn what the committee does or does not go, which would help them decide whether to apply.

#### **5.0 Upcoming Meetings**

The Finance Committee has been invited to an Open House/Tour of Medway Fire Stations on April 24. A tour of the Police Station will take place on May 1, 2024. The next meeting will be on Monday, May 13 with a start time of 6:30 PM, just prior to Special and Annual Town Meetings, at which time the articles with TBD designations will be voted again. It was noted that the regular meeting, scheduled for Wednesday, May 8, will be cancelled.

#### **6.0 Adjourn**

**At 8:21 PM Mr. Sullivan made a motion to adjourn; Mr. Carbone seconded. No discussion. VOTE: 6-0-0.**

*Respectfully submitted,  
Jeanette Galliardt  
Night Board Secretary*