



Town of Medway
FINANCE COMMITTEE

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Monday, May 13, 2024 – 6:30 PM
Room 113-1, Medway High School
88 Summer Street

Present: Brian Cowan, Chair; Ellen Hillery, Clerk; Bruce Carbone; Nick Fair; Chris Lagan; Michael Schrader; Jim Sullivan (6:33 PM).

Absent: Will Lane.

Staff Present: Carol Pratt, Finance Director; Joanne Russo, Town Treasurer; Peter Pelletier, Director, Department of Public Works;

Call to Order

At 6:30 PM Chairman Cowan called the regular meeting of the Finance Committee to order with six members present. Member Jim Sullivan joined the meeting at 6:33 PM; Member Will Lane was absent.

1.0 Emergency Transfer Requests

The committee reviewed the following information: (1) Emergency Transfer Request dated April 30, 2024 from the DPW Director; and (2) Emergency Transfer Request dated May 7, 2024 from the Town Treasurer.

Present: Peter Pelletier, Director, Department of Public Works; Joanne Russo, Town Treasurer.

a. Department of Public Works -- \$9,470 – Electric Vehicle Charging Station

Mr. Pelletier explained that the vehicle has already been purchased and a second one is on order. The Department of Public Utilities has changed its regulations since the first vehicle was purchased, and the Town must conform to those. This change in regulations necessitates some unanticipated expenses.

Mr. Fair made a motion that the Finance Committee approve the Emergency Transfer Request in the amount of \$9,470 as submitted; Mr. Schrader seconded. No discussion. VOTE: 6-0-0.

b. Town Treasurer -- \$5,000 – Increased Postage Expenses

Ms. Russo explained that her budget includes postage costs for twelve departments, and she has worked hard to first make sure the departments have adequate postage which results in her budget running in a deficit. This year there have been unforeseen increases from every department. This is the third year she has to cut her own office's supplies in order to fulfill department needs.

Discussion followed on why this is an “emergency” when a pattern appears to be present. Ms. Russo responded that this was the only way to rectify it for now, noting that she asked for an increase in her budget for FY25. The deficit has been \$3,000 a year since the start of the pandemic with every department’s costs going up \$300-\$500. Brief discussion followed on how to correct this deficit during the budget preparation process going forward.

Ms. Hillery made a motion that the Finance Committee approve the request in the amount of \$5,000 as submitted; Mr. Lagan seconded. No discussion. VOTE: 7-0-0.

2.0 Vote Recommendations on Warrant Articles carrying TBD Designations

The following information was reviewed: Special and Town Meeting Warrants as posted by the Constable.

Present: Carol Pratt, Finance Director.

Special Town Meeting Warrant

Article 1 – Prior Year Bills – Ms. Pratt noted that the Select Board will pass on this article as there are no unpaid bills, and referring to Article 3: Free Cash Transfer: Snow and Ice Deficit, there is no deficit.

Mr. Sullivan made a motion that the Finance Committee pass over Articles 1 and 3 on the Special Town Meeting Warrant; Mr. Fair seconded. No discussion. VOTE: 7-0-0.

Article 7 – Repurpose Water Project Funds

Ms. Pratt reported that the Town has now received a quote of \$1.2 million. Additionally, the Town received a grant to help support the Water Treatment Plant. As the pump house is part of the Water Department, repurposing the funds for another water project is allowed. Town Meeting action approved \$2.75 million which was never borrowed, and now we would like to carve out the \$1.2 million and leave the rest for a future water project. Discussion followed.

Mr. Schrader made a motion that the Finance Committee recommend Article 7 on the Special Town Meeting Warrant; Mr. Sullivan seconded. No discussion. VOTE: 7-0-0.

Annual Town Meeting Warrant

Article 12 – Capital Stabilization Transfer: Memorial School Roof Replacement

Ms. Pratt reported that the Town now has a dollar figure of \$3.1 million for this projects.

Mr. Sullivan made a motion that the Finance Committee recommend Article 12 on the Annual Town Meeting Warrant; Ms. Hillery seconded. No discussion. VOTE: 7-0-0.

3.0 Assignment of 2024 Special and Annual Town Meeting Motions

Motions reviewed and approved by Town Counsel were reviewed.

After discussion, the motions were assigned as follows:

Special Town Meeting

Articles 1 & 2 – Chairman Cowan

Article 3 – Jim Sullivan

Article 4 – Ellen Hillery

Article 5 – Chris Lagan

Article 6 – Nick Fair
Article 7 -- Michael Schrader
Article 8 – Bruce Carbone

Annual Town Meeting

Articles 1 thru 4 – Chairman Cowan
Articles 5 thru 8 – Chris Lagan
Articles 9 thru 11 – Jim Sullivan
Articles 13 thru 15 – Nick Fair
Articles 16 thru 18 – Bruce Carbone
Articles 19 thru 21 – Ellen Hillery
Articles 22 thru 24 – Michael Schrader

4.0 Other Business

a. Update on committee vacancies and applications

Chairman Cowan noted that there are three vacancies on the Finance Committee, specifically, two persons not seeking reappointment, and one seeking reappointment, but until they are reappointed, their seat on the committee is technically a vacancy. If anyone knew of someone who might be interested, that individual should submit a resume to the Town Manager's Office. The advertisement announcing the vacancies will be published in the newspaper and on the Town website in the coming weeks.

b. Medway Pride Day

Chairman Cowan reported that he booked a table at Medway Pride Day as an effort to become more involved in the community and invited committee members to join him at the Finance Committee table if they wished to do so. The event is Saturday, May 18 from 10 AM to 2 PM.

c. Review/Approval of meeting minutes and summaries

The committee reviewed draft meeting minutes from March 13, 2024; March 25, 2024; April 10, 2024; PRIL 24, 2024; and May 1, 2024.

Mr. Fair made a motion to approve the March 13, 2024 minutes, as amended; Mr. Sullivan seconded. No discussion. VOTE: 6-0- (Lagan, abstain).

Mr. Lagan made a motion to approve the March 25, 2024 minutes, as drafted; Mr. Carbone seconded. No discussion. VOTE: 5-0-2 (Fair and Hillery, abstain).

It was agreed to postpone review of the remaining meeting minutes and summaries until June 12.

5.0 Upcoming Meetings

Chairman Cowan announced that he would like to reorganize the Finance Committee at its June 12 meeting instead of waiting until July. Ms. Galliardt added that the Cultural Council had indicated it would come in as part of the "What We Do" series; she will confirm that the Council is still interested.

6.0 Adjourn

At 6:53 PM Mr. Sullivan made a motion to adjourn; Mr. Fair seconded. No discussion. VOTE: 7-0-0.

*Respectfully submitted,
Jeanette Galliardt
Night Board Secretary*