



Town of Medway

FINANCE COMMITTEE

155 Village Street
Medway MA 02053

Tel: (508) 533-3200

Fax: (508) 533-3201

Minutes of Finance Committee-Final Version

DATE: November 14, 2007

LOCATION: Sanford Hall-Medway Town Hall
155 Village Street
Medway, MA 02053

PRESENT: Frank Faist, Joy Smith Dahl, Phil Giangarra, Phyllis Cerel, Larry Ellsworth, Rob Kenney, Ned Myers

ABSENT: None

GUESTS: Suzanne Kennedy, Chief Wayne Vinton, Dennis Crowley, Andy Espinoza, Mark Flaherty, Pace Willison, Suzy Affleck-Childs, Dr. Richard Grandmont, Missy Dziczek, Aaron Wasserman

PURPOSE: Review of Special Town Meeting (STM) Warrant Articles (**Addendum #1**), Emergency Fund Transfer (EFT)

Rob Kenney called the Finance Committee (Fin Com) Meeting to order at 7:02 p.m. in Sanford Hall at the Medway Town Hall.

Suzanne distributed a copy of the Capital Improvement Planning document stating that the Board of Selectmen (BOS) still need to appoint members to this committee.

Mark Flaherty presented **Article 10** of the warrant for the November 19th STM to the Fin Com:

- Mark reviewed the proposed cost of the project
- Joy asked if the project was put off, would the \$3.3 million still cover the costs
 - Mark stated that due to the costs of products required, he could not comment
- Mark reviewed that the Oakland street well needs within the next six months installation of a treatment plant at approximately \$1.5 million, hoping that the state will allow us to wait as it is sequestering now and the plan was to start this new well in 2 years but due to Oakland's status, this was moved up
- Larry requested a timeframe on completion
 - Mark stated April – May for the bidding and by late summer to fall the well should be on-line
- Mark stated they are still discussing the time of the bonding, probably 20 years at 4.7% and that the rates would increase from current anywhere from \$25 - \$30 if all projects come in on time and at estimated costs

- In the short term, we will borrow what we need and hard bond once we know the total cost
- Mark stated that the Village St. well tested positive for Manganese and he does not know if the state is going to require it to be treated
- Frank asked if the current planned rate increases including the capital rate will cover all the anticipated projects
 - Mark stated that it will cover the Industrial Street Well and Village Street well but the other 2 projects are the Tower and New Meter systems
 - Mark stated that we need another water source in order to petition the state to allow us increase usage on our existing wells
- Frank asked if the potential for town growth is limited if this is not approved
 - Mark stated that the goal is to take Oakland St. off line due to the iron problems and also for us to petition the state for more usage to support greater town growth
- Phyllis asked if the infrastructure was adequate
 - Mark stated that there are some bottlenecks but the plan is to go to a 5th well but a new pipeline and tank would be needed
- Ned asked the expected lifetime of these wells
 - Mark stated Village St. built in the 1970s and went from 550 down to 135 gallons per minute (gpms), Oakland St. built in 1965 is Ok with the gpms but has the iron issue, Populatic is a vacuum well, the 4th well is at 340 gpms and the 5th 650-700 gpms but has contamination from the chemical factory in Holliston
- Phyllis stated her concern about the amount of money being requested during a STM which is not as well attended as the Annual Town Meeting (ATM)
- Suzanne stated that given the nature of the problem, this is not out of line
- Dennis stated that he and other BOS members met with the Water/Sewer and the BOS agrees that this is required
- Andy stated that they sat with the state and the state noted that Medway has no Master Plan for water and sewer and we need to look at the infrastructure
 - We need to get into a planning mode versus a reactive mode
 - The Town may fall short of the water supply we need if we do not put this well on line
- Mark stated that we now have a drought watch with NO possibility of buying water from other towns

NOTE: See addendum for All Articles voting results.

Dennis Crowley presented **Article 9:**

- Dennis stated that the following projects were under way for the Water/Sewer department
 - Village Street Well-----Estimated \$1.1 Million
 - Industrial Street Well-----Estimated \$3.3 Million
 - Industrial Park Project-----Estimated \$ 5.3 Million
 - Total of these 3 alone-----Estimated \$10 Million
 - All scheduled to be done by June 2009
 - The BOS felt due to the great cost of these projects and the simultaneous completion dates that the Water/Sewer Department would not have enough resources to manage all of these projects
 - The BOS is requesting a part time Project Manger with a Project Team oversight Team to ensure these come in on time and on budget
 - The Project Manager would be a hired consultant
 - The Project Team would include Andy Espinosa, Dennis Crowley, Mark Flaherty, Suzanne, and the Project Manager
 - The costs would break out as follows:

- Total = \$160,000
- \$40,000 funded by the Dover Fund specific for Sewer project costs only
- \$120,000 funded by the Water Department's retained earnings
- Andy stated that the state noted the Town's lack of a Water Master Plan for long range infrastructure budget planning
 - The state and the Water/Sewer board agree in the need for the development of a Water Master Plan to support a long term rate structure plan to support Town growth and water quality
- Frank asked if this Water Master Plan would be coordinated with the overall Town Master Plan?
 - Andy stated he assumed yes and as he and Dennis would be on the Project Team, they would ensure that this occurs
 - Andy stated that the Master Plan would encompass a ten year projected plan
- Suzanne stated that 4 key personnel assigned within the Project Management Team (Andy, Dennis, Suzanne, Mark) are responsible for the expected positive outcomes including:
 - Management of the Projects supported by the \$160,000 in Article 10 on-time, on-budget
 - Master Plan for 10 year out projection
 - Water rate study for 10 year our projection
- Frank asked if there was enough monies in the Retained earnings to support all of this
 - Dennis + Suzanne re-stated the cost breakout reported above

Ned made a motion to approve Article 9 as written based on the Fin Com recommendation wording agreed to during this meeting. Larry seconded the motion and it was approved by all present.

Chief Vinton addressed the Fin Com regarding Article 12:

- Chief Vinton's town vehicle died and he has been using his own personal vehicle
- He agreed to a used car for \$10,000 due to the liability to the Town of utilizing his own vehicle
- He requested a dismissal of this Article and funding for a used vehicle via the Fin Com Reserve Fund Emergency Transfer procedure

Ned made a motion to Emergency Transfer \$10,000 from the Fin Com Reserve to the Fire Department for the purchase of a used vehicle for Chief Vinton. Larry seconded the motion and it was approved by all present.

Article 1:

- This included 5 side walks on route 109 and appropriate curb cuts compliant with ADA regulations including a study on what happens to access
- Existing funds just need to be redistributed to support this project

Article #2:

- This requires a yearly vote to redistribute existing funds to support the COA shuttle services

Article #3 was presented by Dr. Grandmont:

- Dr. Grandmont validated with the Town Accountant that the use of existing funds was legally appropriate for again a redistribution of existing funds to support this project
- The Middle School library has remained unheated over the past 3 years
- The last 2 years the school asked the Town to support this by funding this project via the Capital Plan
- As this has not been funded to date due to tight budgets, the school is requesting transfer of the monies to support this project from existing funds of approximately \$60,000.

Article #8 was presented by Pace Willison:

- Every 3 years the Board of Assessors (BOA) is required by state to complete valuation project
- This usually occurs from the excess in the BOA budget in a STM that did not occur this year at the same time as last year so this budget excess flowed into free cash
- Dennis stated that since the monies no longer exist as they flowed into free cash that these monies be transferred out of the Full Time (FT) Assessor's salary account
 - The FY08 budgeted for a FT Assessor
 - The existing Assessors don't see the need for a FT Assessor
 - At ATM this was decreased to support a part time Town Clerk position
 - As ½ of these monies is left, this would be available for covering these expenses
- Pace Willison agreed to the redistribution of funds from the FT Assessor's salary account to fund this valuation project
- The suggestion was made that this is set up as an yearly Annual Town Meeting Article so this does not slip through the cracks in the future

Articles 14 – 19 were presented by Susy Affleck-Childs:

- See addendum for results of voting on Article 14 through 18 as there was minimal discussion
- Article 19 resulted in long discussion and clarification regarding many terms utilized and percent space allocation which resulted in a request for further information at the 11-19-2007 pre-STM Fin Com meeting therefore, the addendum details the vote to dismiss by all present until this clarification occurs.

ACTION ITEM: Liz to schedule meetings for Monday 6pm prior to STM.

ACTION ITEM: Liz to forward to schedule meeting for 11-28-2007 7pm for Fin Com review of Town Charter.

The STM for the Town Charter review and voting has been rescheduled to 12-4-2007 at the High School.

Rob requested a motion for the approval of the October 4th Fin Com Meeting Minutes. Phyllis made a motion to approve the October 4th Fin Com Meeting Minutes that was seconded by Joy and approved by all present.

Next Meeting Agenda Items for Fin Com:

- Committee Assignments
- Town Charter Review
- Fin Com Website Recommendations

Rob requested a motion to end the Fin Com meeting.

Joy motioned to end the Fin Com meeting at 10:45 p.m. The motion was seconded by Phil and approved by all present.

Respectfully submitted,

Liz Langley
Finance Committee Secretary