



Town of Medway

## FINANCE COMMITTEE

155 Village Street  
Medway MA 02053

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### Minutes of Finance Committee-Final Version

**DATE:** September 26, 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

**ABSENT:** Steven Chilinski, Ned Myers

**GUESTS:** Andy Rodenhiser, Diane Borgatti, Suzanne Kennedy

**PURPOSE:** Monthly Meeting

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

**Rob requested approval of the June 20<sup>th</sup> Fin Com Meeting Minutes.**

Joy requested a change to page 1 as Andy and Bob were not the only volunteers and to page 2 to reflect this as well that they only donated their labor. The reference to Joe on page 2 was clarified to be the Zoning Board of Appeals (ZBA) Chairperson.

**Frank made a motion to approve the June 20<sup>th</sup> Fin Com Meeting Minutes as amended. Larry seconded the motion and it was approved by all present.**

**Rob then requested that the 3 open positions be nominated, seconded and voted on and the results follow:**

- **Frank made a motion to nominate Rob Kenney as the Chairperson of the Fin Com for the FY08 Fiscal year.**

- **Larry seconded the nomination and it was approved by all present.**
- **Joy made a motion to nominate Frank Faist as the Vice-Chairperson of the Fin Com for the FY08 Fiscal year.**
  - **Phyllis seconded the nomination and it was approved by all present.**
- **Rob made a motion to nominate Larry Ellsworth as the Clerk of the Fin Com for the FY08 Fiscal year.**
  - **Frank seconded the nomination and it was approved by all present.**

Rob requested that Andy Rodenhiser then present the 1999 Master Plan Action Items assigned to the Fin Com.

Andy presented the following history of the 1999 Master Plan (MP):

- There is an initiative to update the MP as it was last updated seven years ago in 1997 and was first created in 1963.
- After the MP's initial creation, it was never again updated until a group of citizens outside of the Town Government initiated a committee to pursue the undertaking.
- The current Master Plan was accepted in 1999 via a vote at the Annual Town Meeting
- The purpose of the Master Plan is:
  - Roadmap of how the Citizens of Medway want the Town to grow and be maintained relative to open space, housing, infrastructure, etc.
- Updating the 1999 MP will require a group to be put together lead by a Professional Planner to further develop and update this document that represents the Town's Strategic Plans moving into the future
  - Note that this group is not currently funded in the FY08 budget
- The MP is the supporting document for the Planning Board, ZBA, etc.

Andy then addressed Action Item #1:

- This item affects all boards and committees
- This is in process with the current planning for streamlining the permitting process and looking at a GIS system to support each department
- There is a \$150,000 grant available for the software to support this process
- Each department going forward will need to allocate monies in the budgeting process

Andy then addressed Action Item #53:

- This was determined to now be illegal under MA law
- This is currently addressed by Exactions/Mitigations within the special permitting process

Andy then addressed Action Item # 54

- The Capital Improvement Planning (CIP) by-law spells this out however there is a conflict in the current by-law and the Statute that must be addressed once the CIP Committee is put together.

**New Action Items:**

1. Suzanne to speak with the auditor regarding this conflict of minimum number of years to qualify as a "Capital Expenditure".
2. Suzanne will remind the Board of Selectman(BOS) at their next meeting on 10-5-2007 that they must appoint 5 members to the CIPC
3. Suzanne will e-mail the CIPC document to Liz Langley who will then distribute to the Fin Com members.

Andy stated that the Planning Board owns the accountability for the maintenance of the MP as a living document and they will be assigning someone to keep it updated and this information be provided to the appropriate boards as members of these boards change over time.

Suzanne then notified the Fin Com of a possible Emergency Transfer Request (ETR) than may need to be addressed as soon as next week.

- The history is that 6 weeks ago, a resident notified Suzanne of the state of disrepair of the Middle School (MS) bleachers
- Town Counsel notified Suzanne that the residents must not be allowed access to these due to the liability concerns
- Suzanne informed the School Committee as it is their property although Park+Rec collect fees and maintain this field
- The first quote to demolish these was approximately \$15,000 - \$25,000
- Suzanne then contacted the Tri-county Vocational who quoted \$2,800 for demolition which does not include removal
- The BOS asked the Park+Rec to bankroll these costs
- The School Committee has approved the demolition
- Dave D'Amico spoke to the Board of Health regarding the possibility of recycling the steel and the BOH will talk to local farmers regarding the use of the wood

**New Action Items:**

1. Suzanne to validate that the Tri-county Voc is bonded
2. Suzanne to talk to Dave regarding any additional quotes

Discussion then began about the Annual Town Finance Committee Conference:

- No one from the Fin Com attended last year and 2 attended the year before
- Anyone interested is to notify Rob Kenney

New Fin Com Members to be appointed was then discussed:

- The Process it that new members are appointed
- Historically the Town Administrator appointed these members however, the by-laws state that the BOS appoint these members. The Government Study report suggests that the BOS, Town Moderator and Chair of the Committee requiring new members are the appropriate group to appoint new members to any given committee.
- This is also to be addressed at next Monday's BOS meeting

**Rob requested a motion to approve the payment of the Annual ATFC dues for FY08 of \$195.00.**

Joy asked the benefits of membership.

Rob stated, attending the yearly conference, access to publications relevant to the Fin Com duties.

**Phil made a motion to approve the payment of the Annual ATFC dues for FY08 of \$195.00. Frank seconded the motion and it was approved by all present.**

**New Action Items:**

1. Frank to review Barbara's FY08 Fin Com budget and then forward to Larry.
2. Larry will review the monthly Fin Com budget reconciliation reports from Accounting

Diane Borgatti was introduced at the liaison between the School Committee and the Fin Com.

Diane reviewed the McGovern School repaving project and the Oil Tank removal issues that arose stating that we may be eligible for grant money to assist in the costs of that project.

**Rob requested a motion to end the Fin Com meeting.**

**Frank motioned to end the Fin Com meeting at 8:10 p.m. The motion was seconded by Joy and approved by all present.**

Respectfully submitted,

Liz Langley  
Finance Committee Secretary