



Town of Medway

FINANCE COMMITTEE

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Medway MA 02053

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Minutes of Finance Committee-Final Version

DATE: February 17, 2007

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

PRESENT: Diane Coulter, Rob Kenney, Frank Faist, Joy Smith Dahl, Phyllis Cerel, Judy Yasi, Phil Giangarra, Tom Shea, Steven Chilinski,

GUESTS: Suzanne Kennedy, Jim Galligan, Richard Dunne, Dennis Crowley, Glenn Trindade, Kent Scott, Robert Saleski, Lt. Allen M. Tingley, Sgt. William Boultenhouse, Fire Chief Vinton, David D'Amico, Bill Fisher, Carol Brodeur, Mark Flaherty, Susan Connolly, Sue Rorke, John Callahan, Paul Rice, Nydia Rice, Alison Slack, Dawn Rice-Norton, Ned Myers, Gregory Green, Chris Swan

PURPOSE: Joint meeting of the Board of Selectman (BOS) and the Finance Committee (FinCom) for review of the first iteration of the Level-Funded Budgets including the Impact statements to their respective departments.

Diane Coulter called the Finance Committee Meeting to order at 10:12 a.m. at Sanford Hall, Medway Town Offices.

Diane presented a bill for prior the FinCom Secretary for total of \$47.07.

Phil made a motion to approve the payment. Tom seconded the motion and it was unanimously approved.

Diane presented a second bill for the prior FinCom Secretary for training of Liz Langley, the new FinCom Secretary for \$13.45.

Frank made a motion to approve the payment. Judy seconded the motion and it was unanimously approved.

Diane requested a motion to approve the FinCom January 10, 2007 meeting minutes.

Frank made a motion to approve the minutes. Judy seconded the motion and it was approved by 7 members. Tom Shea abstained as he was not present at the meeting.

Diane stated that the FinCom meeting minutes for February 12, 2007 would be discussed at the next FinCom meeting.

Police Budget

Diane requested that the Chief of Police present his budget and impact statement.

Chief Saleski requested he be able to make 2 public service announcements which follow:

1. The Police department will be sponsoring the Citizens Police Academy beginning April 23, 2007. This will run for 8 weeks, 1 night per week for 2 hours each night in the classroom at the Police Station. The purpose is to provide the citizens with information on the police officers responsibilities and how resources are utilized. Guest speakers are utilized to provide some of this information.

This information and the application to attend can be found on the police website: <http://medwaypolice.com/>.

2. On May 26, 2007 a dedication ceremony will be held for those police officers who have served a minimum of 20 years or have died while in service. A wall of dedication at Police Headquarters will be created in appreciation of their dedicated service. There will be an open house in the classroom at Police Headquarters at this time.

The Chief is requesting memorabilia and pictures from the public to display at this event. Sgt. Jeff Watson is the contact for this aspect of the event.

The information is on the police website: medwaypolice.com.

Chief Saleski then read his [impact statement of level funding](#) of [his budget](#) which included: the fact of the loss of 2 officers 2 years ago has impacted the service level as follows:

- Inability to utilize grant money due to lack of man power

- Citations historically ran at approximately 2200/yr are down to 900/yr
- No alcohol/drug prevention program due to lack of man power
- No long term drug prevention investment
- No bicycle police officer

Chief Saleski stated that the volume of work coming into the department last year:

- 365 Alarm calls
- 560 Medical calls
- 250 Motor Vehicle Accidents
- 560 Property Crimes
- >50 of combined sexual assault, child abuse, etc. each of which requires 25-50 manpower hours to manage

Chief Saleski stated the following numbers:

- 3 level 3 sex offenders live in Medway
- 9 level 2 sex offenders live in Medway
- 2 incidents of internet sexual predators; one incident the man was arrested in Medway from another town, one incident involved a Medway resident
- Officers Kingsbury & Tingley were involved in a case of ID theft of 1100 social security numbers from the MA Industrial Accident Division involving incidents from Maine to Florida
- There was a rash of breaking and entering incidents

Chief Saleski said there will be a \$77,000 shortfall if he must level fund his budget.

Frank inquired about the Quinn Bill/state aide that comes back as local receipts

The Chief stated that the education costs were \$160,000 and the state reimburses for ½ based on the prior year's costs which translated to \$80,000.

Tom asked if the Chief was aware of state metrics for recommended staffing based on population of Medway of 13,500.

The Chief stated that the Department of Justice (DOJ) report of 2004 recommends:

- 1 police officer for every 500 residents or in other words
- 2 police officers for every 1000 residents
- Based on the DOJ recommendation Medway should be at 26 personnel
- Total employees for FY07 = 19 and FY08 = 17 if must level fund

Diane asked the Chief what staffing level would he see as the minimal acceptable.

The Chief stated 23 total personnel. Last year 2 police officers retired and were not replaced. This year 2 plan on retiring and the Chief is not planning on replacing them.

The Chief stated that on average, the towns in MA comparable in size to Medway have 22 total personnel. Medway has 20.

Glen asked the Chief what the service level impact will be to the residents.

The Chief stated that without proper police staffing that:

- Proper police coverage will not be possible
- Response levels will decrease

The Chief then detailed further responsibilities of a Medway Police Officer:

- Police are the first to respond to all 911 calls as they are CPR/AED/1st Responder certified
- They maintain the scene until the EMS/Paramedics arrive
- Police deal the crimes/investigations of those; Medway had only ½ time investigator
- Medway is the only town without a minimum for 1 FT investigator

Jim asked the Chief to detail the staffing patterns.

The Chief responded that:

- Day Shift weekday: 1 court officer, 1 school officer, 1 Sgt., 2 patrol officers
- Day shift weekend: 1 Sgt, 2 officers
- After 2am: 2 officers only

Rich stated that even with level funding the following is true for this department:

- 92% of budget is salary
- 7% of budget is expense
- Still have \$77,000 shortfall

The Chief read his impact statement based on a level funded budget (see attached supporting document).

Glen asked about the purpose of the FT officer at the High School.

The Chief responded that resulted from the Columbine episode. Medway received a Grant 6 years ago for a ½ time School Resource Officer(SRO) whose purpose is to:

- Maintain good will in the school
- Maintain safety in the school
- Be involved with a prevention/preemptive purpose
- Prevent a Columbine type incident

- Part of the crisis management team

The Chief stated past budget funding shortfalls resulted in shutting down the DARE program to add 1 Patrol Officer and the SRO has taken over some of the DARE functions.

Last January to School closing, Dr. Grandmont assumed the cost of the SRO position into his School budget in an effort to assist the Police Department budget.

The Chief stated that the current level funded budget request would require the 1st cut to be the SRO.

Rob inquired if the DOJ staffing estimates for a town our size factored in Cyber-crimes.

The Chief stated that the DOJ did not include those types of crimes and Officer Reardon is proficient in that field and has been involved in a Regional Service Group called Metro Enforcement Council. Officer Reardon is on their Ready Response and SWAT teams and has been instrumental in 2 investigations:

1. The tear-drop bandit apprehension, Officer Reardon was part of the team the day he was caught.
2. The shooting in Franklin, Officer Reardon was a Team Leader for that operation.

Medway utilized this groups' services to find a lost resident. 100 Police Officers were actively searching due to our department's participation in this group.

Diane requested a minimum acceptable total FTE from the Chief.

The Chief handed out a table describing various scenarios and their associated costs and stated that 2A would be his answer to Diane's question.(see attachment in support of these minutes)

Glen asked the Chief to address the Police Vehicle issue.

The Chief detailed the following:

- 10 total vehicles
- 6 are used as front line
- 2 of the 6 are never shut off in the winter because of the time required to clear ice/snow, etc.
- Of the other 4: 1 died-the K-9 vehicle which will not be reinstated as the dog is about to retire, 1 the court officer shares with the investigator, the Building Inspector utilizes one of the unmarked vehicles and the Fire Department utilizes the other 1999 with >100,000 miles on it

Phil stated that if the Police Department garaged their vehicles they would not have to run 24hrs/day to stay ice free and increase the life of the vehicles.

The Chief said the cost to build a garage has been addressed in the past but due to budget constraints has not been possible.

Kent asked the Chief to address crossing guards Full Time Equivalent (FTEs).

Chief Saleski stated that we had 6, are down to 4 but we actually have 3 crossing guards to cover 4 spots.

The Chief stated that Dr. Grandmont requested a return of the 1 at the High School but there is no funding in the budget to support that request.

Kent clarified that with this level funded budget, 2 junior officers would be laid off and the SRO would be moved to a patrol officer.

Chief Saleski stated that by union contract, the last to be hired must be the first to go.

Kent asked the Chief to address the technology resources of his department.

The Chief stated he has no technology budget and:

- In-house networked windows based system was replaced 2 years ago; anticipate possibly replace/upgrade required next year
- PCs attached to network, do not know status of replacement
- Computers in cruisers attached to DMV were updated < 2 years ago at cost of \$10,000 each

Kent stated that if we level fund year after year and we don't plan ahead the town will be in serious jeopardy for safety.

ACTION ITEM: Suzanne stated that she is working on a 3 year capital expenditure forecast to help solve part of that issue.

The Chief stated that due to the year after year level funding the response time to all of the aforementioned types of calls will increase.

Tom asked the Chief if there are minimal staffing level metrics from the DOJ for Officer safety.

The Chief stated:

- The day and afternoon shift require 3 patrols but, 3p-11p shift requires more resources as does the weekend.
- 3 officers are required to respond to a motor vehicle accident

The Chief stated that if we decrease the staffing by 2 as would be required to level fund FY08 we would be at the same staffing level as 1996.

Dennis asked questions of the Chief:

1. Would it make sense to consolidate the technical requirements of certain town departments?
2. Address employee benefits package budgeting.
3. Address headcount from FY05-FY08 with only increase of \$4,000 in budget.

The Chief responded:

- There is no Information Technology line item in his budget
- Headcount as follows for:
 - FY04=23
 - FY05=22
 - FY08=17

ACTION ITEM: Suzanne stated that the employee benefits dollars allocated to each department's budget still require adjustment and until Governor Patrick's Cherry Sheets are available, she will not be able to provide a semi-accurate projection of these dollars for any department budgets.

NOTE: The Cherry Sheet numbers are subject to change until the final state budget is voted on by the House and Senate.

Rich asked if and how the minimum staffing will impact grant funding and finding additional revenue via grant funding.

The Chief responded:

- The Community Policing Grant(CPG) has provided #33,000/yr in funding for programs
- In the past the CPG has funded the purchase of IT equipment
- 2 yrs ago he applied for a grant for the SRO position, it was put on hold and then the grant was abolished by the state.

Jim asked about cost to replace vehicles.

The Chief stated:

- Each vehicle costs \$30,000
- His requested budget increase for vehicle replacement is > \$150,000
- His minimum request would be for 3 cars to be replaced at a cost of \$90,000

Dawn Rice-Norton asked the Chief about the impact on the Police if there are cuts in Animal Control, EMS, and Board of Health budgets.

The Chief stated that the Police would have to pick up the responsibilities for any cuts made in those departments.

Communications Budget

Sgt. Boultenhouse reviewed the following facts about the Police Communications budget:

- 1 person must be available 24 hrs/day 365 days/year therefore
- Salary which is 95% of this budget can not be cut
- The training budget had to be cut in order to level fund
- 911 State training is 2 days/person
- CPR/First Aide training is required so that the 911 operator may coach a resident over the phone

Glen asked for call stats.

Sgt. Boultenhouse stated there were +1600 Police/Fire/EMS calls last year.

Diane asked the impact of service if budget is level funded.

Sgt. Boultenhouse stated \$8,500 would need to be cut from the training budget.

Sgt. Boultenhouse stated that the \$2600 is for a maintenance contract on the NEC phone system. If the 911 goes down, the calls are automatically routed to Millis or Franklin. If the main police/fire number goes down there is no back-up.

Phil stated that not paying for the NEC phone system contract is not an option for safety reasons.

Sgt. Boultenhouse stated that he cut all other expenses but the NEC contract which includes supplies, uniforms, etc.

Dennis asked about the status/history of Regionalizing 911 Dispatch.

Sgt. Boultenhouse stated:

- The Fire dispatch would be out of Norfolk County
- 911 would be out of Holbrook, neither of which know how to direct staff to the appropriate location
- The cost would be \$80-90,000/year

Dennis asked if combining services with surrounding towns was looked at and Sgt. Boultenhouse said no.

Jim asked the impact of cutting mandatory training.

Sgt. Boultenhouse stated that the staff would have to get certified on their own time.

Fire Department Budget

Chief Vinton stated:

- With the new employee benefit allocation his budget was increased by \$10,000
- 5 New call personnel were asked for instead of the initial 10
- The Secretary was moved from the Ambulance budget to the Fire budget
- The cuts were made in equipment and repairs and fireman's safety equipment

Chief Vinton stated that Town Of Medway By-Laws state that the Fire Department staff at 40 employees and currently it is staffed at 30.

Rob asked if there are any staffing standards by the state.

Chief Vinton responded no due to Medway being an On-Call department.

Rob asked for the personnel mix.

Chief Vinton stated that the Town Of Medway By-Laws state that all On-Call firefighters must live in the Town.

Suzanne stated that the town advertised for 5 PT on-call firefighters and 7 responded, 2 of which were not qualified. She said it is proving difficult to hire PT and all respondents want FT.

Glen asked for impact on the numbers that respond to the fire call.

Chief Vinton stated:

- Due to the town having On-Call department, he never knows how many will show up
- Need to have enough On-Call to try to ensure a minimum show up on each call

Phil asked if we have ever not had enough responders.

Chief Vinton stated:

- You can never have enough firefighters respond.
- The rule is if 2 are in the building, 2 must be out in case need to rescue the 2 in
- We always have to call in other towns to cover
- 4 staff are required to run a ladder truck

Dennis asked for clarification of request of 2 FT for FY08 and if ever filled 2FT in FY07.

Chief Vinton stated:

- He never filled the 2FT in 07
- He kept the request for 2 FT for FY08 and deleted the request for 5PT to level fund

Dennis stated concern about actuals higher for PT that budgeted.

Jim stated that historically, we have always under funded PT and find the money later.

Frank requested a status of fire equipment.

Chief Vinton stated:

- 12 vehicles
- 3 Fire, 1 Ambulance
- The bucket truck is a 1981 Chevy
- 1 vehicle is a 1998 hand me down cruiser

Chief Vinton has \$72,000 in federal grant money that can not be used for personnel. He applied for \$115,000 and got the \$72,000 but can only be used to replace protective clothing which costs \$1800/person.

Steve asked if any of our fire fighters are inadequately protected.

Chief Vinton stated no and that at our last fire, Millis was at the scene and Holliston covered the station as we always have 2 towns assist with mutual aide.

Glen stated that the impact boils down to a response time issue which means longer response times which is a critical issue for fires.

Suzanne stated the town signed its 1st ever Fire Department contract and progress was made in issue management, no unlimited sick time, proper accruals for earned time and Health insurance for new hires will be a 30% contribution and the salary increases for the first & second contract year is 1.75% and 2.25 respectively and health insurance contribution is 20%, 25% respectively.

Suzanne thanked Chief Vinton, Glen thanked Suzanne and Jim stated it took 2 years to get it done.

EMS Budget

Chief Vinton stated that this is an Enterprise fund with revenues from Ambulance bills of approximately \$30,000.

Medway utilizes a local company for ALS services as we are not licensed for Paramedics. In order for Medway to be licensed the State requires 2 years of service for each Paramedic and 8 FT staff which the budget can not bear.

ACTION ITEM: Suzanne stated she must revisit the ALS budget with Barbara.

Rich stated that this fund has never been in the black as it was raided early on in its history and can never recover from that and questioned if it should even be an Enterprise fund.

Suzanne stated:

- 68% of the expenses of this budget is covered by the revenue
- The rate of reimbursement for Medicare and Medicaid is down affecting the revenue
- Private Insurance pays the full amount but combined this is not enough to cover the expenses

Glen stated:

- It was thought this would generate revenue to cover expenses but it never has
- Capitalization was not properly done in the past
- We are on top of collections for the dept

Suzanne stated that we typically run in a negative \$50,000.

Dennis stated that to privatize this would:

- Cost the town \$200,000 versus Medway providing at \$50,000
- The response time would be 18 minutes before an ambulance gets to your house versus 4-5 minutes for Medway providing this service

Chief Vinton stated that Events is the ALS vendor and we still need \$50,000 in the budget to provide the service here in Medway.

ACTION ITEM: Should this be an Enterprise fund? Action Item Owner?

Franklin charges this as an appropriation, Clinton has a \$1 mil. Fire Dept. budget for same number of people in ½ the town area.

Suzanne stated there are 3 ways to handle this:

1. Set up a Reserve for Appropriation but you need to delay the revenue stream to meet DOR regulations.
2. Run as a Non Enterprise fund
3. Maintain as an Enterprise fund but provide an infusion of revenue

ACTION ITEM: Suzanne needs to ask the DOR if doing #3 is OK.

Chief Vinton and Rich feel the Franklin scenario is better for Medway.

Dennis stated that we are assuming a \$50,000 deficit but this may be lower due to retirees at a higher salary than new hires at lower salaries and the Chief agrees.

Suzanne warned not to bare bones this as historically we have gotten into trouble doing that.

Judy stated Medway takes 500 calls/yr that we collect revenue on but we would need 2500/yr to make a profit.

Diane asked Gregory Green to introduce himself and his purpose in these budget meetings:

- He is from Local Look magazine
- The plan is produce a new magazine on DVD & Video via the internet of Medway news
- Website = locallookmag.com

DPS Budget

Dave first wanted to address the first snow storm snow removal issues:

- DPS is following policy set by the BOS and per this
- Sidewalks are the lowest priority
- This policy can be found on the town website

Glen stated this was passed by a BOS 5-0 vote.

Suzanne stated it is rare for any town to plow all the sidewalks and the policy does address those utilized by walkers to school.

Kent stated that our policy is same as the surrounding towns.

Dave reported:

- All staff report to a Snow Boss
- This was a 20 hr storm
- Started as snow, then rain, then freezing rain and ended with dropping temperatures

Dave reported the process is:

- Initial sanding and salting
- All hands plus DPS
- Had to pull staff off plows to deal with flooding/shoveling out drains

- Due to the icing, the plows could then not impact removal
- Cost for this was \$54,807

ACTION ITEM: Dave will give feedback to contractors and will request a discount on our bill due to quality of work performed by some of the contractors.

Building Maintenance Budget

Dave reported:

- There is and will continue to be 1 FT employee for all town buildings which include
- The Library, Thayer House, Town Hall, the Senior Center
- There is no custodian for town hall and the bathrooms are cleaned 2x/wk

Suzanne stated that grant funding could be applied for to support Thayer House.

Frank asked about total square footage and cost/sqft to maintain.

Dave stated:

- The schools have the greatest requirements but he does not have that information today
- There should be a look at combining resources with the school and this was done 3 or 4 years ago

ACTION ITEM: Dave's plan:

- *Gain some efficiencies*
- *Provide information*
- *All departments would control what they should*

Glen stated that:

- The schools are not replacing retiring custodians with new hires but contractors
- Custodians are union employees
- The high school custodians are almost all contractors

Kent stated that the town can not outsource because we so under fund this budget that no one outside would be willing to accept the amount we can pay.

Phil stated we should combine with the schools.

Dave stated that basic maintenance is not being accomplished at this time due to only 1 employee in this department.

DPS Operations

Dave stated:

- That with the creation of a Storm Reserve fund, we don't have to carry as much revenue in this department
- Storm reserve is \$75,000
- Snow + Ice fees are \$210,000
- The contract ended in FY07

The Planning Board Chairman inquired about required revenue.

Suzanne stated that she can not accurately determine this until the Governor provides the Cherry Sheets which are not solid numbers until the state budget is approved by the House and Senate.

Dave stated:

- We have no money to clear trees that have been deemed in danger of falling
- They could fall if we have storms like the Microburst of last year

Glen stated that this results in personal and property damage liability for the town.

Jim stated there is no budget for preventive maintenance and 2 trees that were hit last year landed on 2 occupied vehicles:

1. Minivan with children in it
2. Single occupant vehicle

The Planning Board Chairman stated we do have a revolving account but it is for replanting of trees as a result of town development.

Glen stated the prudent action for the town is to have a line item in the existing budget for planning and prevention of tree damage.

Highway Budget

Dave stated:

- FY1999 had 7 FTE for day to day operations and 1.5 FTE for vehicle maintenance
- FY06 had 5FTE + 1 Foreman and 2 mechanics
- The Foreman is the one who oversees and does future planning and prevention planning
- The Foreman has to now function as a day to day operations person so there is no planning/prevention and no backup
- FY1999 had enough staff to adequately sweep streets, fill potholes, mow/cut brush and deal with emergency issues like storm drain backups

Dave stated due to the lack of staff they can never catch up on the spring work, summer work, fall work and that is causing the staff to be in a reactive versus proactive mode and therefore the following in not being done:

- Looming and seeding due to storm damage
- Drainage work
- Sign repair
- Painting of street and cross walks
- Sidewalk repair
- Street repair
- New street signs for the future as they are cost prohibitive
- Foreman can not check that developers are maintaining ADA, Town, State standards

Suzanne stated that the last Override that provided \$1.8 million:

- \$300,000 was for road repair but had to be moved to this operating budget

Frank stated the FinCom needs anticipated capital expenses for this operating area including the police, fire, DPS, Water/Sewer.

ACTION ITEM: Suzanne stated that Dave is working with her to develop a capital expense plan.

Dave stated they currently maintain 84 vehicles and his goals are stated (attachment supporting these minutes)

Dave would like to have the DPS consolidate with the operational portion of the Water and Sewer to make the town have a DPW which would increase operating efficiencies and provide greater flexibility to deal with the current reactive mode of operating.

Rich asked why this can not happen.

Suzanne stated this is a union issue.

Jim asked if there was consolidation would that decrease the FTE requirements.

Glen stated:

- Operational efficiencies are expected to be documented on a town wide level from the results of the government study as to what the town needs to function more efficiently.
- We would be hoping to put these in place in FY07
- FY08 would then see these efficiencies impacted at the budgetary level

Dave stated his biggest request would be to have a Foreman moving forward who could help the department move to a proactive versus reactive mode.

Parks Budget

Dave stated:

- 1.5 FTE in this budget
- .5 FTE will retire who has 20 yrs of service and a new hire will therefore cost less

Glen requested an explanation of the responsibilities of these employees.

Dave stated:

- This department is funded by a straight fee + a capital fee
- The Capital fee is a reserve fund for long term planning of rebuilding of \$40,000
- The straight fee includes what the town leagues pay in fees:
- Base ball approximately \$10,000-11,000
- Soccer approximately \$12,000-14,000
- Football approximately \$2,000-3,000
- The capital reserve does not show up on the budget and any work done out of here is voted on by the Parks commission who has a 5 yr plan that would be implemented once the monies in the fund can cover the plan

Frank requested an account of the locations with the acreage and how that is funded.

ACTION ITEM: Dave will provide that information to the FinCom.

Dave provided a list of locations the DPS is responsible to maintain. ([attachment supporting these minutes](#))

Frank asked if there is any way to offset the costs.

Dave stated the town has not wanted to commercialize this in the past.

Rob asked if there is a vehicle to increase the fees to bring in more revenue.

Dave stated the Parks commission sets the fee structure.

Dave stated there are 1.5 FTEs to support all of the locations through March until the summer help arrives and March is when the volume of work peaks.

Glenn voiced concern about the crosswalks on Rt.109 not being properly marked as a safety issue.

Dave stated:

- Medway gets \$230,000 money from State funding via Chapter 90 but these monies are only allowed for what the state considers “large” projects. i.e. the Cottage street repaving is funded from Chapter 90
- Dave asked the state if we could use Chapter 90 money to fix all the town sidewalks and they denied his request
- \$300,000 would be required to be budgeted from the Town for sidewalk and crosswalk repair

Dave also reported:

- If he paints the sidewalks then
- The Town’s Disability Commission states since they have been redone, they are not ADA compliant
- The Town does not have the money to repaint the crosswalks and make them compliant with ADA standards

Jim asked Dave to quantify what the \$65,000 budget could pay for.

Dave stated that would not cover a repaving of Holliston St’s sidewalks, that would need >\$70,000.

Dennis asked the following questions:

1. Any plan for the McGovern parking lot.
2. Impact on services if cut .5 FTE to level fund budget

Dave stated:

- Emergency work only will be able to be done
- The towns roads will be full of ruts
- Weeds will be on the side of the roads and sidewalks
- Storm drains will flood
- Due to the aforementioned the residents could expect increases in property damage
- The town would eventually have to close the sidewalks
- The town would be fined by the state

Dave also stated that Governor Patrick has directed the State DEP to increase the number of towns fined for non-compliance in order to increase the state’s revenue.

Dave stated other towns charge:

- Storm water drainage fees to maintain their function
- Betterment charges for improvements on sidewalks and streets in front of the residents homes

The quality of life in the Town of Medway would be severely impacted.

Suzanne and Frank also noted the Town’s increase in liabilities.

Suzanne stated the McGovern parking lot would be part of the capital planning proposal that Dave is working on with Suzanne.

Dave stated that there is \$210,000 in the Snow Removal Reserve Fund.

Dave stated that the DPS replaced all the street lights:

- The cost was \$100,000 but \$50,000 was rebated to the town as they utilized energy efficient light bulbs.

Dennis asked if Dave is allowed to transfer any money from one budget to another.

Suzanne stated:

- The BOS + FinCom can only approve transfer of 3% of revenue from any one line item to another in any departments' budget by law.
- A special Town Meeting is required to transfer >3%.

Frank suggested shutting off all the street lights in town to save money.

Dave stated that has been looked at.

Suzanne stated that standards need to be met for public safety.

Dennis stated the high school looked into shutting the lights off earlier in the parking lot but for 6hrs/day earlier they would only save \$800 so it was not deemed appropriate based on the safety of residents outweighing the \$\$ saved.

Dave stated the Traffic signals cost \$1500 for maintenance only.

Board of Health/Solid Waste Budget

Carol Brodeur stated the Solid Waste revenues are generated by:

- \$250 fee per household
- Cost of the trash bags

American Waste is the trash and recycle vendor, the trash goes to Millbury and the recycles to Auburn.

As of February 3, 2007, the Recycle Center is charging a fee for wood and bulk materials only. This was instituted:

- To prevent contractors from continuing to dump their bulk free of charge as Medway must pay for bulk by the bin
- Bulk and wood can be done by the residents at the curbside for free

- To encourage residents to increase their curbside recycling which is free to them and this also increases the revenue the town gets by increasing our recycling
- This fee goes into the Enterprise fund and has raised \$315 to date since its inception
- The projected yearly revenue from this is \$400-500
- The information and fee schedule is on the website, at the recycling center and has been handed out at the center
- Income from recycling is cyclical.

Carol stated that Bill's salary percentages have been reallocated from 25%/75% to 30%/70% from BOH to Solid Waste.

Suzanne stated:

- The cost allocation formula changed and stated that this needs to be watched as this could impact the cost per house causing a need to increase this rate.
- Approximately \$18,000 was moved
- The indirect cost allocation can not be accurately added until the work is completed by Suzanne and Barbara once she returns.

Carol stated that as of 7-1-2007, Bill McLaughlin will no longer be on board and the plan is to replace him with an employee who does not required benefits.

Suzanne stated once her and Barbara finish the indirect cost allocation strategy:

1. The strategy will be presented to each board.
2. Goal: to have a well documented indirect cost allocation
3. Once the indirect costs are available, they may be within the DOR guidelines and therefore fees for solid waste per house may not need to be increased.

Suzanne pointed out that the town is a risk when employees utilize their own vehicles,

- Specifically Bill Fisher should an accident occur while on duty.
- The staff member first utilizes their own insurance but may then sue the town or their insurance carrier can sue the town
- If the town employee still wants to utilize their own vehicle, they must sign a waiver to ensure the town is not liable.

Suzanne stated there is a recycled vehicle available from the Police department that Bob Speroni is utilizing that could be shared by Bill.

It was stated that a 4 wheel drive vehicle is required and Suzanne responded that there is one available.

Carol stated that Bill is covered on his insurance for business activities.

Suzanne stated that the town can still be liable.

Jim asked Bill how his time is divided between on-site versus Town Hall.

Bill stated 60% at town hall, 40% on-site.

Bill must visit 2x/yr 59 restaurants which does not include the tanning, massage, tattoo, piercing, etc. establishments in town.

Carol stated the Enterprise Fund contains \$30,000.

Dennis asked if level funding will result in a Solid Waste rate increase as we are the lowest in the surrounding towns.

ACTION ITEM: Carol will provide BOS +FinCom with a document detailing costs comparing surrounding towns.

Rich stated that his neighbors think they are getting double hits between the \$250/house and the costs of the pay as you throw.

Carol stated:

- Most other towns charge for everything at the recycling center not just bulk
- Other towns limit the # of bags you can dispose of each week
- Other towns limit the # of recycle bins per week

Carol stated Medway:

- Only charges for bulk at the dump as we have to cover our costs to pay for this pickup
- Does not limit # of bags or # recycle bins
- Does not charge for bulk pick up curbside on Tuesdays

Carol stated:

- Medway bills 1x/yr in August.
- This is billed separately due to too many billing errors when billed with water/sewer due to database limitations on the IT side.

Dennis asked what is the percentage of dollars of people who pay versus not pay last year.

Glen stated 1.18 million was billed last year and September to now is >\$700,000.

Carol stated in FY06 \$65,000-75,000 was never paid and a Lien is then placed which will be shown in the real estate tax bill and if > 30 days interest is added.

Suzanne stated:

- Can not lien a property until after the fiscal year is over.
- Carol, Mark, Sandy and Bill agreed to send out a friendly demand letter notifying residents of the potential for a lien to be placed if they did not pay this bill.
- This resulted in more revenue coming in earlier which is critical for this Enterprise fund.

Water/Sewer Budget

Frank asked for a status on the water pump issue.

Mark stated:

- We borrowed 1.1 million for the Village St. pump and we are awaiting DEP approval.
- The new pump we are waiting for the appraiser so Mark can then:
- Negotiate with the owner of the land to acquire it then
- DEP approval needs to be obtained.

Mark stated:

- This bonded Enterprise account won't see short term borrowing
- The department is raising sufficient funds to pay the existing expenses
- We do not have the funds for covering the Bonding Short Term borrowing
- The Commission is discussing how to cover that bonding
- Budgeting depends on the season as > volume in winter due to water breaks

Mark stated the Commission needs to vote on:

1. Salary and employee benefits
2. Principal and interest debt

Suzanne stated:

- The increase in electricity costs for this budget was due to a rate hike from our vendor from \$.06/kwh to \$.11/kwh

Mark stated the Public Works account pays for:

- Buying gravel
- Buying hard top
- Police details

The water tank costs reflect:

- Last year the tank took 3 lightening hits which cost \$900 each can preventive measures can not be put in place to try to counteract this type of damage as the cost is prohibitive.

- Edison Brown-Outs cost the town as this burns out things but they are putting in place a safety mechanism to not allow these burn outs to happen thereby saving the cost of repairs for this issue.

Frank asked how the Charles River Pollution is allocated.

Suzanne stated the town is assessed this cost by the state.

Suzanne stated:

- The indirect service agreement will spell out the indirect and direct costs and will address budget questions once this is completed.

Mark stated that any rate increase will:

- Cover the debt issue and indirect charges
- Account for all future debt issues
- Occur over a 2 yr period
- Even with a rate increase, you don't see this in the revenue numbers for 6 months

Suzanne asked if there was any concern on Mark's part of the operation not running to cover its costs.

Mark stated that this department has never run in a deficit as they always plan for what they think they will need.

Mark stated the State is requiring all towns to fence in their water tower to prevent terrorists from contaminating the town's water supply but they have not determined to date the most appropriate way of implementing this state mandate.

Joy Smith-Dahl made a motion to adjourn the meeting at 2:40 p.m. Phyllis Cerel seconded the motion and it was unanimously approved.

Respectfully submitted,

Liz Langley
Finance Committee Secretary