



Town of Medway

FINANCE COMMITTEE

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Minutes of Finance Committee-Final Version

DATE: March 7, 2007

LOCATION: Medway High School, Room 111A
Summer Street
Medway, MA 02053

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

ABSENT: Steven Chilinski, Ned Myers,

GUESTS: Barbara Durand, Tina Wright

PURPOSE: Review revenue documents prepared by Town Accountant for FY08 Budget.

Diane Coulter called the Finance Committee (Fin Com) Meeting to order at 7:05 p.m. at Medway High School.

Diane presented the February 17, 2007 Fin Com meeting minutes requesting comments.

The minutes were amended on page 13 regarding the cost of installing new street signs.

Diane then made a motion for approval as amended.

Joy made a motion to approve the minutes as amended. Frank seconded the motion and it was approved by all present with Tom abstaining as he did not attend the full meeting. Judy Yasi did not vote as she was not present at this time during the meeting.

Diane presented the February 28, 2007 Fin Com meeting minutes requesting comments.

The minutes were amended on page 10 regarding the dollars from the state for funding the Senior Center addition and date the funds must be utilized by.

Diane then made a motion for approval as amended.

Joy made a motion to approve the minutes as amended. Frank seconded the motion and it was approved by all present with Phyllis abstaining as she was not at that meeting. Judy Yasi did not vote as she was not present at this time during the meeting.

ACTION ITEM: Diane requested that Liz forward all approved Fin Com meeting minutes to Dave D'Amico to be posted on the town's website.

Diane stated the Fin Com/Town meeting/Warrant schedule is:

Date	Time	Location/Item	Purpose
3-12-2007 Mon	7p.m.	Sanford Hall	School Budget
3-14-2007 Wed	7p.m.	Sanford Hall	Budget Deliberations
3-21-2007 Wed	7p.m.	To be determined	Budget Deliberations
3-28-2007 Wed	7p.m.	Middle School Auditorium	State of the Town
4-4-2007 Wed	7p.m.	To be determined	Warrant Review
4-11-2007 Wed	7p.m.	Sanford Hall	Warrant Review
4-18-2007 Wed	n/a	n/a	Warrant Book To Printer
5-7-2007 Mon	n/a	n/a	Warrant Book to Residents Town Election
5-14-2007 Mon	7p.m.	High School Auditorium	Town Meeting

Discussion continued regarding other funding requirements:

- Medway High School taking possession (acquires a permanent occupancy permit) of the building after the following 2 outstanding items are completed:
 1. Ramp for ADA compliance, cost of approximately \$42,000
 2. Paving of some areas
- The Ambulance fund may require \$30,000 - \$50,000 from the general Fund.

Diane asked about the picture for the front of the Fin Com book.

ACTION ITEM: Joy stated she is on the board of the Historical Society and will bring samples to the next meeting so a decision can be made on this item.

Discussion continued regarding the Board of Selectman (BOS) Meeting with our representatives; Karen Spilka, Paul Loscocco:

- Diane stated the Fin Com needs to wait to see what the BOS want to assume.
- Tom stated we should start at assuming ½ of the million like last year
- Diane stated the BOS is meeting Friday 3-9-2007 to decide what number should be assumed
- Rob stated that we may need to produce 2 budget versions
 - a. The BOS number/\$1 mil +The Fin Com number/\$500,000
 - b. Or pre-over-ride + post-over-ride

Diane requested Barbara to present the revenue assumptions spreadsheets.

Barbara stated:

- The revenue's were done based on the governor's assumptions until further direction is received from BOS
- SBAB is reimbursement from the state for school building assistance (not for the high school)

Barbara stated the Excise receipts:

- Were revised based on the collection information from Melanie(Town Tax/Collector) as 1.2 million was collected
- This billing is done based on files received from the Department of Motor Vehicles(DMV)
- 1 initial large file is received and then 2-3 additional ones
- She is assuming 1.5 million based on receipt of 1-2 more reports from the DMV and due to a paving company moving out of the Town which will decrease this revenue
- Penalties are lower as the Tax Collector has aggressively deployed bills for non-payers

Frank asked about where the water and sewer revenue is placed.

Barbara stated the water goes to the Water department and the sewer stays in the general fund.

Barbara stated the Miscellaneous Recurring:

- Includes Medicaid reimbursement of approx \$50,000-\$75,000
- Is lower as indirect costs are now going directly to each cost center

Frank asked how the license/permits are determined.

Barbara stated based on the historical trend with input from the Building Inspector, not actuals.

Joy asked the status of the Town Clerk increasing the fees.

ACTION ITEM: Barbara and Suzanne requested that all departments provide the following information in order to determine fee increases across the board:

- *What are you specifically charging fees for?*
- *What are the current fees?*
- *What are other towns charging?*

ACTION ITEM: Barbara has a call into the Department of Revenue (DOR) to determine the appropriate process of action once this information is available.

ACTION ITEM: Barbara will put Ambulance and Solid Waste on a separate page as requested by Diane and Tom.

ACTION ITEM: Barbara will provide revised stapled document to reflect changes on others.

Questions regarding the Snow + Ice, Health, Storm funds were raised.

Barbara stated:

- The Health has \$25,000
- The Storm has \$75,000
- The Snow&Ice has approximately \$80,000 but Dave D'Amico may have more bills to submit.

Tom asked if the FY07 Budget to Actual looks "OK" and Barbara stated yes.

Barbara stated:

- The Snow&Ice, CIPC are not on these spreadsheets.
- Salary Reserve is in at \$100,000 as there will be approximately 3 union/salary negotiations; municipal, police, and then non-union once the union is completed

Tom asked about the overlay reserve.

Barbara stated each levy year must be kept separate until the release date.

Diane stated that there is nothing from Fin Com for the Annual Town Report.

Members stated that the following still need to be addressed in this revenue reporting:

1. No CIPC
2. School Budget is level service funding, all other budgets are level funding on FY07
3. Snow&Ice is approximately \$75,000
4. Using the governor's \$1.1 million?
5. Ambulance Fund

6. Monetary articles not in

Tina Wright asked:

- Could the Town Accountant present the expense numbers in such a way that the Medway residents can understand that quite allot of each department's budget is **not in the control of these departments**. i.e. retiree's health and pension costs are now under each cost center's budget
- There are fixed costs that just plain exist that no-one has control over that must be budgeted for.
- Costs they can control/Costs they can't control and define these?

Tom felt this would be important to show the residents.

Barbara stated that Health Insurance numbers will be lower due to the contract negotiations.

- *ACTION ITEM: Barbara will update the schools information as it is currently too high.*
- *ACTION ITEM: Barbara will provide a sample of the report that will be included for the residents by Wednesday, March 14th.*

Frank stated that the EMS committee:

- Is in final decision phase.
- Rich will be speaking to BOS
- Judy/Frank will be speaking to Fin Com so this needs to be put on future Agenda for Fin Com meeting

ACTION ITEM: Liz to provide Dave D'Amico with meeting schedule in addition to approved Fin Com meeting minutes.

Phil motioned to end the FinCom meeting at 8:25 p.m. The motion was seconded by Tom and approved by all.

Respectfully submitted,

Liz Langley
Finance Committee Secretary