



Town of Medway

FINANCE COMMITTEE

155 Village Street
Medway MA 02053

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Minutes of Finance Committee-Final Version

DATE: April 9, 2007

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

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

ABSENT: Ned Myers

GUESTS: Tina Wright, Rondi Chapman, Suzanne Kennedy, Dr. Grandmont, Susan Connolly, Dawn Rice-Norton, Dennis Crowley, Barbara Durand

PURPOSE: Budget Review & Vote

Diane Coulter called the Finance Committee (Fin Com) Meeting to order at 7:02 p.m. at Sanford Hall, Medway Town Offices.

Diane requested a motion for approval of 4-4-2007 Fin Com Meeting Minutes.

Joy made a motion to approve the 4-4-2007 Fin Com Meeting Minutes. Frank seconded the motion and it was approved by all present.

Suzanne handed out a revised Town Budget stating pursuant to Jim Galligan's e-mail:

- The Animal Control Budget issues are not resolved so Suzanne recommended staying with the Board of Selectman's (BOS) recommendation
- The Debt numbers were revised slightly based on the BOSs' recommendation

- Melanie (Town Treasurer) & Suzanne feel that the revenue projections are attainable even though not all revenue has been received yet
- Committed to solid revenue numbers by the end of this week
- Asked Barbara to present the Water/Sewer 2007 revenue shortfall and FY08 changes to what was presented by Mark at the earlier meeting

Barbara stated that:

- She is concerned with the revenue projected for FY08 based on the collections of FY07's final 3 month bills
- Mark is requesting \$100,000 from the surplus account to be moved to FY07 to cover expenses shortfall
- Mark plans on increasing rates and instituting a per household flat rate for capital improvements
- Warrant articles to cover the new and old debt will be created to cover the FY07 and FY08 shortfalls which would decrease the surplus account to \$200,000

Suzanne stated:

- Her concerns regarding decreasing the surplus account down to that low a level.
- Looked at revenue versus expenses since 12-2005 had >\$700,000 expenses versus money collected
- Thinks that the collectables have not been managed historically
- Feels the water/sewer and Board of Health need to send out friendly reminder letters to non-payers as by law, a demand letter can not be sent out until after the closed of that fiscal year
- The rate structure is not keeping pace with the expenses
- There will be a public hearing on 4-23 regarding the proposed rate increases

Diane stated that Mark would be asked to attend the next Fin Com meeting to address these issues along with Andy to review the last Planning Board Article to be voted on.

Suzanne stated:

- That the Animal Control spreadsheet shows the percent usage of Medway versus Millis and that again, she would suggest budgeting \$38,000 as the only item left to be negotiated with Millis is how the retirement is calculated.
- The Health Insurance was put back into the General Fund.

The next discussion was related to the leasing of the police vehicles versus purchasing them outright.

- Judy stated that the Fin Com Reserve is at approximately \$64,000 and asked about purchasing a car for the police by 6/30/07

- The decision was to address this with a representative of the police at the next Fin Com meeting will all data available

The Capital Improvement Plan was addressed next:

- \$350,000 would be budgeted for the McGovern parking lot, High School Handicap ramp, PA/Fire Alarm system at the Middle School as Simplex was out today and provided a “hard quote” for a new PA/upgrade Fire Alarm system

Suzanne then reviewed the Assessors Budget issue:

- The full time position has not been filled
- They stated they are too busy to begin the hiring process now but will be able to by earl fall
- Not in agreement with the BOS to allocate 50% of this full time person to the Fin Com Reserve which she feels the Fin Com should consider

Phil stated this is a no brainer and was in agreement with the BOS and Suzanne’s recommendation.

Suzanne stated

- The Tri County final numbers were in and were increased slightly.
- Suzanne stated that she is trying to institute a Short Term Disability Plan to replace the unlimited sick time policy still in some town unions and the recommendation was \$10,000 to the BOS

ACTION ITEM: Phyllis was asked to find out if all 4 corners of the rezoning of the 126/109 intersection would be zoned as 5 for the next meeting.

ACTION ITEM: Phil was asked to find out the buy-out cost of a police vehicle at the end of the lease period.

MaryJane White (Town Clerk) presented the following in her request for .5FTE be added to the Town Clerk’s budget:

- She has doubled all her fees and is not more in line with other towns resulting in approximately \$20,000 more revenue
- This was determined by adding up her turn over sheets
- She is requesting a grade 7 step 1 part time position
- The Planning Board has 19 new articles for town meeting, each one taking 1 week to complete
- She is already behind in some of her state reporting requirements

ACTION ITEM: Suzanne will have the town accountant validate the additional revenue numbers for presentation at the next Fin Com meeting by Mary Jane. Suzanne will also check with the Town Counsel on where MJ’s salary sits.

Diane stated that the Fin Com will wait until their next meeting to address the School Department budget.

Diane requested that the Fin Com vote on the “easy” budget departments. Diane stated all line items and their corresponding total level service budget numbers for each expense voted on.

Judy motioned to end the Fin Com meeting at 8:31 p.m. The motion was seconded by Phil and approved by all present.

Respectfully submitted,

Liz Langley
Finance Committee Secretary

Budget/Department Name	Depart #	Fin Com Member Motioning Approval	Fin Com Member Seconded Motion	Fin Com Members Opposed	Total Fin Com Members Approved Motion	Final Fin Com Vote
Selectman	122	Phil	Judy	None	All Present	Approved
Town Accountant	135	Joy	Phyllis	None	All Present	Approved
Treasurer Collector	145	Tom	Phil	None	All Present	Approved
Legal	151	Phil	Judy	None	All Present	Approved
MIS/Technology	155	Phil	Frank	None	All Present	Approved
Elections	162	Phil	Joy	None	All Present	Approved
Registrar	163	Phil	Joy	None	All Present	Approved
Conservation	171	Phil	Tom	None	All Present	Approved
Planning Board	175	Phil	Tom	None	All Present	Approved
Zoning Board of Appeals	176	Phil	Larry	None	All Present	Approved
Industrial Development	182	Phil	Larry	None	All Present	Approved
Capital Improvement Committee	189	Phil	Phyllis	None	All Present	Approved
Annual Town Report	195	Phil	Phyllis	None	All Present	Approved
Debt Service ^[1]	700	Phil	Frank	None	All Present	Approved
Deficit Bond Debt Service	NA	Joy	Phyllis	None	All Present	Approved
Unclassified	NA	Phil	Judy	None	All Present	Approved
Snow and Ice Removal	423	Phyllis	Judy	None	All Present	Approved
Charles River Pollution Control	432	Joy	Larry	None	All Present	Approved
Sewer	440	Tom	Judy	None	All Present	Approved
Cemetery	491	Joy	Judy	None	All Present	Approved

Commission						
Fire	220	Phil	Larry	None	All Present	Approved
Police/Fire Communications	215	Phil	Larry	None	All Present	Approved
Building Inspector	241	Phil	Larry	None	All Present	Approved
Board Of Health	510	Phil	Larry	None	All Present	Approved
Counsel on Aging	541	Phil	Larry	None	All Present	Approved
Veterans Services	543	Frank	Larry	None	All Present	Approved
Parks Dept	650	Phil	Judy	None	All Present	Approved
Sunshine Group	654	Phil	Phyllis	None	All Present	Approved
Disability Commission	545	Judy	Larry	None	All Present	Approved
Memorial Commission	670	Phil	Tom	None	All Present	Approved
Historical Commission	691	Phil	Larry	None	All Present	Approved
Ambulance Fund Subsidy	NA	Judy	Tom	None	All Present	Approved

[11](#) Short Term Interest increased by \$88,000.