

Minutes of Finance Committee-Draft

DATE: March 19, 2008

LOCATION: Medway HS Library
Summer Street
Medway, MA 02053

PRESENT: Frank Faist, Joy Smith Dahl, Phil Giangarra, Ned Myers, Robert Kenney, Paul Marble, Jan Fish, Eric Arbeene, Larry Ellsworth

ABSENT: Mark Brown, Phyllis Cerel

GUESTS: Allen Tingley, Dennis Crowley, John Forresto, Rich Dunne, Andy Espinosa, Susan Connolly, Diane Borgatti, Glenn Trindade, Suzanne Kennedy, Dave D'Amico,

PURPOSE: Board of Selectman's Budget recommendation presentation to FinCom

Robert Kenney called the Finance Committee (Fin Com) meeting to order at 7:10pm.

Attached to the minutes will be a copy of the BOS recommended budget to FinCom.

This is something new that has not been done in the past.

The selectmen wanted to give the FinCom their rationale, deliberation results and goals behind their recommendations.

The selectmen wanted to make sure there is a clear outline of their priorities

1. Continuing to improve Town Hall operations by moving from a "basketcase" to a "well run town"
2. Public Safety
3. Schools have suffered real issues over the last few years. They would like to give the bulk of the Chapter 70 money back to the schools.
4. Other: Library operations

The Board of Selectmen will not discuss Capital Investments tonight. CIPC will address after March 31, 2008. The BOS cautions to carefully consider the cost of the above mentioned projects and their financing.

Ran 3 different scenarios

1. \$600,000 additional money
2. Ch 70 money only
3. All money, lottery included

To level service everyone, needed \$41,932, this is assuming after meeting with the legislature that we will have \$962,000 coming to us.

School v. Roads

Biggest Bang for the buck on Schools

\$290,000 - \$300,000 use a portion of it to finance road repair, not use it ON the road repair. Borrow 2 ½ to 3 Million. This is only an idea if we want to fix the worst roads to show we aren't ignoring them and put back items that were cut over the last few years.

DPS

\$21K increase the snow and ice budget

Annual spend \$350K on average. Can carry forward if a light year. If there is an excess the money can go to free cash and build up reserves.

Town Accountant

\$10,500 Audit- Ask an outside auditor to take a deeper look at three departments; water, sewer and health. These departments would come to the town via the charter.

Consultant fees/salaries-Assistant Town Accountant going for certification as a purchasing agent for more responsibilities and an increase to grade 10. She's taking the accountant test now and then there will be a back up for the Town Accountant.

BOS/TA

Upgrade Junior Dept to Assistant Town Administrator. It is impossible for the TA to do each job to the best of her ability. There is no time. Charter recommends HR. HR issues are complex and would be dealing with unions etc. HR for Town and Schools-not there this year but Ass TA and Clerical will help.

Overall this will increase the operations in Town Hall. The TA is a critical position and there needs to be enough support in this department.

Long term disability

This is a program improvement. \$17,200 expense we will be discussing over the next year, will not be financing this year.

Program Improvement

Has not been funded

Tricentennial Fund

300th Anniversary of Medway is coming soon. There will be a separate warrant article to establish a fund and establish a centennial committee.

Building Department

Building inspector is a single person department. He works a four-day week throughout the year and no vacations. This proposal allows him to take vacations and work full time the rest of the year. Deputy Bldg Commissioner would be on call to cover his vacation time. We are not recommending to cover the funding of PT to FT secretary.

Fire Department

Increasing on-call from 23 to 32. Providing \$29,400 towards equipment for them and training, physicals and stipends. There is an opening for a Captain and a Lieutenant and this stipend is helping to fill this chain of command.

Eliminating funding for FT secretary and reducing by \$19,009 to a 19 hour PT Secretary

Chief is fine with \$17,200 for equipment not \$29,000 as program improvement requested.

Town Administrator has just started looking into the search for a new Fire Chief. Search process could take months. Chief Vinton is retiring in June. Money not spending on his salary during the process would go towards a new chief salary. Suzanne will look into a search group for the new chief.

MIS/Technology

Software Annual Maintenance-\$5000 contractually obligated.

What does the maintenance pay for?

1. Answer the phone
2. Software updates- one or two times a year security feature
3. Product upgrades

No maintenance on the original purchase

Training-\$5,000 over and above what already in the budget. Doing this again throughout Town Hall and extending to the school. This will help with cross training. Selectman Forresto's company has been looking at the equipment needs on a "pro bono" basis for the town. This is all being done to improve the IT infrastructure.

Library

Facts:

- Library certification
- Unable to put \$250,000-\$300,000 into the library
- Library trustees working hard to keep the library open the minimum number of hours. Money from the Turchinski fund is helping to do this using the interest on the fund money.
- \$58,000 will allow the library to not have to dip into the principal on the trust fund.
- This money will allow the library to be open more hours.
- Selectmen talking with Millis to possibly combine facilities and staff. If not permanently just on a short-term basis. By beginning these discussions they are thinking outside the box. Thinking maybe two branches with one staff.
- Another alternative-Selectmen will be working with legislative delegation to get the library board to certify us like they did with the Town of Randolph.
- Minuteman fee is partly contractual. There is a penalty to get back on to Minuteman if you don't pay at all.
- Reduction approximately \$20,000 annual fee if not contracted with Minuteman.

Masterplan

This is a huge undertaking and a critical one. For state funding this would be a key component for the collection of data.

The Planning board oversees but is a function of the Master Plan Committee.

Planning Board

1. PT clerical help for supporting the planning board

2. Increase Planning Coordinator's salary ½ step this year. A Qualified Town Planner paid as a Planning Coordinator.
3. \$975.00 for a computer for the clerical assistant.
This is not only necessary for day to day planning, but for looking down the road to the future.
Reactive to strategic.

Police & Fire Communications

Take the Dispatch coordinators out in the field and see what the officers are doing. This will help to familiarize them with the police/fire/EMS functions and create better communications. Dispatchers tend to move to the patrolmen positions.

Police Department

Two officers retiring that need to be replaced. The replacements must go through the academy and we must fund these positions. This budget has factored in salaries saved because of retirement and getting the new officers trained.

Crossing guard at the HS-This needs to be funded because the hours are during peak times and other officers can not cover this position.

2 Police vehicles-100k miles of constant usage. Will potentially reuse one for health agent.

Ballistic vests-26 are needed and the money is key to paying for these vests.

Treasurer/Collector

e-bill-\$3,000 expense-1st town in the area to take this approach. Work is done in-house, will save the Town money and will help to become a paperless Town Hall.

Assistant Treasurer/Collector	\$9693
Assistant Treasurer/Payroll	\$2705

All office personnel will be cross-trained, increasing responsibilities with pay increases and benefits will remain the same.

Reduction of consultants/prof tech (\$10,000)

Lease copier upgrading to mail stuffer-\$3600. This is now done through a service. With this new machine it will be done in house. Lease for a few years and then purchase for short money. The Board of Health, Water/Sewer and Town Hall will share this expense. The schools/town going to the same vendor for copiers etc so as to consolidate costs across the town as a whole.

\$964,296
 - 41,932 general fund
 - 359,815 to Town
 562,549 to School

30% Ch. 70 money going to the Town 70% Ch. 70 money going to the school
 The \$562,549 goes to the school and they have control over the money that is allocated to them.

Questions from FinCom

Q-If this budget passes will this be the 2010 Level Service Budget?

A-Yes

Q-There is no CIPC number listed in your recommended budget.

A-CIPC will present their priorities for consideration.

Q-I have great concern for forecast of revenues with property taxes dropping due to real estate values decreasing.

A-History shows cherry sheet will be consistent with the prior year and hasn't reduced in 12 years. We are confident with Ch. 70 money going forward.

FinCom thanked BOS for a clear presentation with a conservative stand.

Motion to adjourn by Ned, second by Frank, approved by all present 9:55pm.

Respectfully submitted,

Wendy Harrington
Finance Committee Secretary