

## Minutes of Finance Committee-Draft

**DATE:** April 2, 2008

**LOCATION:** Medway HS Library  
Summer Street  
Medway, MA 02053

**PRESENT:** Frank Faist, Joy Smith Dahl, Eric Arbeene, Ned Myers, Robert Kenney, Paul Marble, Jan Fish, Larry Ellsworth, Mark Brown, Phyllis Cerel

**ABSENT:** Phil Giangarra

**GUESTS:** Barbara Durand, Suzanne Kennedy, Mark Flaherty, Bill Fisher, Bob Speroni

**PURPOSE:** Budget presentations to FinCom

**Robert Kenney called the Finance Committee (Fin Com) meeting to order at 7:05pm.**

Planning board packets have been handed out for review before Thursday April 3, 2008 meeting.

Saturday morning we will begin deliberations on the budget. Please highlight any questions/items you wish to discuss in preparation for Saturday's meeting. We would like to be as efficient as possible.

The Town Moderator will hold an informational session on Town Meeting procedures on April 10, 2008. Frank and Joy will attend to represent FinCom.

**Water/Sewer** Mark Flaherty

Page 216 of the budget book.

- Indirect costs up each year based on the increase in employees. Indirect and combined were combined in 2008 but are items in this budget.
- All utility costs increased.
- Village Street well should be up by the end of the month.
- Working on acquiring property for well #4 by the end of April, finished by Oct/Nov. Putting out contract in June to start construction right after. Difficulty obtaining property, in negotiations. Should be resolved in the next three weeks.
- Headcount staying the same
- OT and Stipends-OT based on water breaks and flushing. Stipends-\$75 a week to be on call, rotating schedule.
- Longevity-2 employees, based on how long on the department. After 10 years able to be on longevity.
- Rate increase-As of 5/1/08 10% residential increase, 20% commercial. This money will cover future debt/projects. Anticipated revenues will exceed the debt, budgeting conservatively.

Q-Can you charge for water service for people who don't have town water (ie Fire hydrant use)?

A-No you can not.

Q-Dept budget Pg 216 5700. What costs 8.50 p/gal?

A-DEP enforced regulation. 8.50 per million gallons

Q-Line 5530 What is PW Supply?

A-All supplies for water breaks. Paving, gravel, replacement material, additional equipment if a drill breaks also for leak detection program. This number is based on historical average.

- Page 214-Not actual number. Updated 2/21. This has a warrant article related to it, which will appear together in the warrant.

Q-When well comes online will that help the water quality?

A-Yes, when Village Street is up and running it will help and will be able to flush and get sedimentation down.

- Sewer Page 144-This is 1 week a year pay to inspect sewer manholes.

### **Board of Health Bill Fisher**

Page 182/183

No employee benefits, rolled into indirect costs

Q-Asked about the warrant article to purchase a used loader.

A-This would be purchased out of the enterprise fund and the old machine would be kept as a spare, sold or shared if the charter passes and DPS will be combined with BOH. This shared expense must be documented.

Q-How are fees that need to be collected going?

A-Title 5 are slow, Restaurant are standard.

### **Solid Waste and Recycle Bill Fisher**

Page 223

Raise revenue in two ways; Flat fee and sale of bags.

Bag purchase line 5488

Q-Do stores make a profit to sell bags?

A-.05 per package

Recycling is increasing. More money to be made there. Only 40% of households participate. If number were to grow we would save more money annually.

### **Leasing Cruiser v. Buying**

Barbara Durand-See attached document

- Cruisers have three year life for police
- Barbara says that vehicles can not be bonded. Historically, other community's cruisers don't have a 5year life for bonding. The value at the end of 5 years is so low would you want to keep making bond payments? Not in Barbara's opinion.

### **Warrant Book Frank Faist**

Suggestions to save money: No color graphics, it cost \$1,000 more last year for color graphics  
Over all with no color within or on cover will save \$1400

Use town seal on cover

Newspaper quality paper

5200 copies with bundling and delivery to Medway PO & Town Hall

\$2600, last year \$4800

\$1100 postage fee

It may make sense to apply for bulk rate now. Suzanne will start to work on that. Postage rates are due to increase again soon.

**Building Department Bob Speroni**

Page 178

Difference to program improvement \$4400

Deputy Building Commissioner works 40 hours 4 weeks per year to cover Bob's vacations. Bob has not been taking vacations since 1996. He's been working 4 days a week and taking Friday's off.

Q-Any seniors who could volunteer for tax benefit?

A-Have in the past. Only certain things they can do. Fairly sophisticated software, not sure a senior can do the process with this software. They have been helpful with answering the phones etc.

Obvious deficiency with no FT secretary. No one is in the office when people come in to ask for instructions on how to file; not all people can file online. Some people would rather come in and ask questions.

Housing market is down but the construction is not. There have been lots of permits for renovations and additions.

Since FT secretary went to PT, Bob has had to do more clerical and can barely keep up.

Q-Does building department collect fees?

A-Yes they go into the general fund

Q-Could we offset the money for FT from the fees?

A-Suzanne: We already set the revenue stream equal to expenses.

Q-2008 are we ahead or behind in collection of fees?

A-For Town, on target, for building, not sure.

Calendar year	Bldg permits	All permits	Fees collected
2007	578	1600	210,000
2006	582	1100	128,000
2005	600		192,000

Besides Building this department is responsible for Wiring, Plumbing, Gas and Seals and weights and measures.

Rates are in line with other towns.

Q-Software the planning board purchasing, would the Bldg dept be included?

A-Permitting will not apply to Bldg Dept. Will help to some degree

Q-Who is Earl Vater?

A-Appointed by previous town administrator for local inspector. Can do if Bob is out in unforeseen circumstances. Only for short periods of time. Earl works FT for Bellingham.

Q-Page 179 line 4 \$4,594?

A-Had a senior volunteer for 2 months. After senior hours were done she was then hired. \$28,500 ½ of secretary who left at a higher rate of pay.

Q-What's program improvement?

A-1/2 to FT 19hr to 40hr

Deputy Bldg Commissioner will allow for Commissioner to take 4 weeks vacation.

Q-Could other inspectors (wire, plumbing) be cross-trained?

A-Not usually disciplined, would have to be certified.

Most other towns have assistants.

### **Other items**

Dennis Crowley has spoken to Chief Vinton regarding the fire truck replacement. The truck in question could possibly go another two or three years. Suzanne having the truck looked at professionally and looking at the bucket truck as well.

CIPC is supposed to prioritize their recommendations. They were encouraged to give this information to BOS. May get a changed version by week's end. This group did a very comprehensive study. If Suzanne had her druthers percent debt service to revenue reduced. Next best, do not incur more debt service.

Frank wondering if CIPC could do a write-up for the warrant book. Suzanne will check with them. Frank will send Suzanne what the prior CIPC group prepared for the warrant book.

Rob has requested from the School Committee their supplemental budget.

**Motion to adjourn by Frank, second by Larry, approved by all present 9:44pm.**

Respectfully submitted,

Wendy Harrington  
Finance Committee Secretary