

## Minutes of Finance Committee-Draft

**DATE:** April 3, 2008

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

**PRESENT:** Frank Faist, Joy Smith Dahl, Eric Arbeene, Robert Kenney,  
Phil Giangarra, Jan Fish, Larry Ellsworth, Mark Brown, Phyllis Cerel

**ABSENT:** Paul Marble, Ned Myers

**GUESTS:** Suzanne Kennedy, Dennis Crowley, Wendy Rowe, Margaret Frickens, Missy Dzikczek,  
Susy Afleck-Childs, Andy Rodenhiser, Pace Willisson

**PURPOSE:** Budget presentations to FinCom

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

### Library

Selectmen recommend \$107,342 + \$58,000. This will keep the trustees from spending the interests on the trust fund. Currently open 20 hours per week, this \$58,000 will enable the library to be open 24 hours a week. Donations of approximately \$25,000 a year will help to pay for materials. The State requires being open for 32 hours for certification.

IF received \$107,342 + \$80,000 this could enable re-certification in 2010, not 2009.

Q-What kind of drop off, have you see reducing hours from 32 to 24 hours per week?

A-Circulation has decreased because we don't always have what they are looking for.

Q-Are you open Saturdays?

A-Now with the help of grant money we are open on Saturdays.

Q-Didn't you get a grant to pay to update the computers?

A-Yes, we have not done that yet, but it will be done soon. We did fix the roof and the heat.

Q-Staff tech service, what is that?

A-That is a circulation librarian that works full-time even though the library is only open 24 hours. The circulation library has a lot of behind the scenes work to do.

Q-What would happen if you went off of Minuteman?

A-Would have to change all the coding and computers to something else and then when go back to them would have to change back. It's not worth it to change and Minuteman would charge a fee to leave and a fee to sign back up.

Q-Selectman Dunne talked to us about sharing services with Millis. He has spoken to the Millis Trustees. What can you tell us about this?

A-Lots of things in the way. The state won't let you have one director between two towns.

Q-How many volunteers do you have?

A-Approximately 12. Without them there is no way we could get all the work done.

Q-Are there other grants you could apply for?

A-We can't apply for most grants because we are not certified, but used to receive grants for story tellers, famous authors, reptile shows etc.

Q-If got \$180,000 this year and \$180,000 next year would you be able to get recertified?

A-Yes

Q-What kinds of programs are you able to offer young readers with the library in the state it's in now?

A-We have a preschool teacher who has volunteered to run a story hour once a week. Lots of kids attending and lots of books in and out on that day.

Q-What are the hours and how do you accommodate to reach each demographic?

A-We stagger the hours to get after school, one dinner and one morning. The Morning is always crowded.

Q-If had extra \$22,000 could you have more programs for kids?

A-Debating services or more books, I would probably buy more materials instead of story-hours.

Q-I don't see any maintenance in your budget, how are you paying for maintenance?

A-Weekly cleaning is paid for with a grant. Wendy Rowe is cleaning the bathrooms on a daily basis.

Q-Is there a fee to use the meeting rooms?

A-Girl Scouts and Community Ed pays \$10 per use to use the rooms downstairs. The local Banks pay \$25 per use for seminars etc.

Q-OPS line item of \$8,091. At ½ year only 631.00 and then nothing more, why?

A-A grant is paying for this line item. This was from a special legislation grant that the state gave after having "friends in high places".

Q-What happens with fine money?

A-Damaged book money is kept by the library. Overdue fine money, approx \$12,000 a year goes to the general fund. DOR mandates that this money can not be kept by the library.

Q-Have the Master Plan Survey results been tabulated yet so the FinCom can see the will of the people (based on survey respondents) regarding library hours and services?

A-Per Andy Rodenhiser and Susy Affleck-Childs the results are not yet ready for review.

### **Council on Aging Missy Dzikczek**

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The only increases are in heat and electricity and these amounts we were told to put in.

Q-Is this amount sufficient enough to pay to heat the addition if/when it is finished?

A-I don't know but I will make it work, one way or another.

Hoping to have the addition finished by fall at the latest. BOS is recommending CIPC fund with a warrant article to finish the addition. COA went out to bid. One was unacceptable. Looking for \$185,000 to complete.

Q-When would the money be available?

A-Suzanne explained that if we Ban (bond anticipation note), money will be available in October, but she may have other sources available before that.

Q-It appears that the van and bus drivers salary have gone away.

A-GATRA money will be paying for those drivers.

Q-Nurse line item

A-Funding for the nurse from a grant. This is the second year of the grant. Slowly trying to get the nurse onto the town budget.

Q-Last year you told us you needed new vehicles but not this year?

A-GATRA purchased anew bus and van, they pay the fuel and maintenance too.

Q-Outreach worker, why \$10,000 increasing to \$18,000?

A-Increasing the outreach from 10 to 18 hours and increasing the nurse too.

Q-Page 187 trash line, the number has changed

A-Ordered a dumpster because of the addition. Addition didn't finish so got rid of the dumpster and went back to barrels.

Q-Do users pay fees?

A-Yes to participate in some events, some are paid with grants or friends of the elder. The town doesn't subsidize any of them.

Q-What does purchased services include?

A-Cleaning, fire alarms and checks, fire extinguishers

Q-What if you go over budget?

A-I take money out of salaries to cover the overages. Missy doesn't work as many hours in order to stay even.

100 volunteers

75 volunteers are eligible to work for tax credit for departments within the town.

Dennis Crowley-The Senior Center addition was to be funded by an over 55 developer donation that fell through. The general account will loan out the money to finish the addition and then a developer will repay the money when an over 55 development is built.

### **Planning Board Budget Andy Rodenhiser and Susy Affleck-Childs**

Page 66

Results of the survey are still being tabulated. Most of the results came in the mail and the results will be given to the Master Plan Committee.

Program enhancement gives PT assistant and Planning Board Assistant (Susy)

Q-Did you get additional certification?

A-No but working a more involved job. But I do have professional training as a planner. Andy stated that Susy's experience requires the increase.

Q-What will the addition of PT and increase in salary do to help the town?

A-Classification now is secretary. The work she does is higher than that.

Q-Are there items that can't get done now that will get done with the PT help?

A-Yes it will help to bring in additional revenues for the town. A FT planner should be paid close to \$63,000.

Q-Line on page 68 Legal Advertising, what is that for?

A-For zoning advertising which cross references to Selectman's legal advertising budget.

Q-The supplemental list suggests that the FY08 FinCom ETR approved to pay for the Master Plan survey printing is including in your level service budget request. Is this the case?

A-Yes, it was added in to the FY09 budget request. If the Master Plan supplemental budget is approved that money can be deducted from the Planning Board budget.

### **Board of Assessors Pace Willisson**

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Last two years, no administrative assessor.

Wrote the budget to have one.

Page 36

Q-Level Service revaluation is \$30,000 why?

A-Page 37, \$10,000 increase needed for cyclical inspection.

### **Suzanne Kennedy**

Side note regarding the Charter. Introduced informally to legislature. Will go to the senate tomorrow. Enacted hopefully next Monday.

### **Planning Board Warrant Articles**

Copy of all articles and maps are attached to minutes. These conclude the warrant articles to be presented by the Planning Board for May 2008 Town Meeting.

#### **Article Name: Rezone Part of Commercial II to ARII**

Summary: This article amends the zoning map to change the zoning of 22 residentially used parcels from their present Commercial II zoning designation to ARII. See map for boundaries.

#### **Article Name: Create a new Business/Industrial Zoning District**

Summary: Establish a new zoning district for 9 parcels on east side of town, north of route 109 near Millis which are presently located in the Industrial I zone. To amend the zoning map to change the zoning from existing industrial I to new Business/Industrial. See map for boundaries. To establish sign regulations for the new zone.

#### **Article Name: Amend Industrial I zoning**

Summary: Add two new allowed/by right uses to the industrial I zoning district. Sales and storage of building materials and contractor's quarters. Define "contractor's quarters"

**Article Name: Create a new Commercial I Zone/Merge Commercial I and II**

Summary: Delete provisions for existing Commercial II zone. Delete most provisions for existing Commercial I zone and replace with new provisions blending most allowed uses from CI to CII. Add provision or assisted living facility as a special permit use. Update parking standards and have parking based on useable floor space. Define "useable floor space". Amend the zoning map to rezone 22 parcels from Commercial II to the new Commercial I district. Amend the zoning map to rezone parts of 3 parcels from ARII to the new Commercial I district.

**Article Name: Amendment to Open Space Residential Development (OSRD) section of the Zoning Bylaw**

Summary: Add two more items to list of possible allowable uses in an OSRD-a local convenience retail use and a community center/building. Revise some provisions based on our experience over the past 3 years with 2 OSRD applications.

**Article Name: Affordable Housing**

Summary: This article creates a new sub-section of the zoning bylaw on Affordable Housing. It requires any residential or mixed use development of 3 or more lots or dwelling units to secure an affordable housing special permit from the PB. An affordable housing special permit is issued when a developer includes at least 15% of the lots or units as affordable. The text lists ways a developer can meet the affordable housing requirements-on site, off-site, land donation, payment in lieu of. The bylaw also allows for modest adjustments in the standard zoning requirements for lot area, frontage and type of structure to enable a developer to build an equal number of additional market rate units to offset the number of required affordable units.

**Article Name: Non-Conforming Uses**

Summary: Makes minor text revisions to the non-conforming uses section of the zoning bylaw.

**Article Name: DRC role in reviewing special permits and variances for sign**

Summary: Revises text to provide for a specific referral to the DRC when the ZBA is petitioned for a variance or special permit for a sign. The referral text is comparable to other referral clauses in the zoning bylaw.

**Article Name: Sign Regulations for Industrial Zones**

Summary: Add provisions allowing for a small projecting sign in the Industrial I, II and III zoning districts.

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

Respectfully submitted,

Wendy Harrington  
Finance Committee Secretary