

## Minutes of Finance Committee-Draft

**DATE:** April 5, 2008

**LOCATION:** Sanford Hall  
Village Street  
Medway, MA 02053

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

**ABSENT:**

**GUESTS:** Suzanne Kennedy, Dennis Crowley, John Forresto, Glenn Trindade, Andy Rodenhiser, Susy Affleck-Childs

**PURPOSE:** Planning Board review of articles and deliberations on FY 2009 Budget

**Robert Kenney called the Finance Committee (Fin Com) meeting to order at 8:35am.**

### Software presentation

John Forresto and Glenn Trindade spoke on a software package that is being looked at for a combined use by the town and the schools. John and Glenn explained that the school is interested in combining the job function of IT Director with the town.

The software package is predominantly used in most Massachusetts municipalities.

The main goal is for the staff to have input, then build a team and make sure all departments are included and happy with the software choice.

BOS and Suzanne would like to put out to RFP.

There will be a 50% reduction in overall cost.

Phil is concerned that the process will not work to combine all departments.

Glenn: Explained one package, one vendor, one support system for all.

John: One year plus to get conversion and training done the right way.

Q-Do we have the infrastructure in town to use correctly?

A-No "man" to tie this together, system can run by itself.

Q-Is the backup included?

A-Yes it is in the hardware.

Q-Will the School Committee be involved?

A-Have spoken to Dave Verdolino regarding this. They will be part of the system. His system is dated. The amount of work he has to do to present his proposals and numbers is so time consuming. This will help him a great deal.

Suzanne has spoken to the Dr. Grandmont and he'd like to wait to act on this until the charter passes.

Q-Will the funding in the school budget for software be combined with the town's budget amount?  
A-Yes, it will probably be combined.

**Summary Forecast**

Suzanne presented the attached document dated 4/5/08. This document is a summary forecast for 2010.

Suzanne believes that the gap over the next 3 years is manageable.

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

Copy of Planning Board articles and maps are included in the minutes from the meeting they were discussed.

**Article Name: Open Space Committee Overview**

Article 17                      Motion      Larry                      2<sup>nd</sup>      Phyllis                      All in favor

**Article Name: 43D Priority**

Article 18                      Motion      Phil                      2<sup>nd</sup>      Larry                      All in favor

**Article Name: Affordable Housing Trust Fund**

Article 16                      Motion      Phil                      2<sup>nd</sup>      Frank                      All in favor

Discussion: Question was asked if the article has to state exactly what type of fund and were advised it has been reviewed by counsel. Question was asked if builders can put money into the fund, explained that it depends on the other affordable housing article's outcome. Also advised that per state statute Suzanne must be in charge of this fund.

**Article Name: Street Acceptance**

Article 19                      Motion      Larry                      2<sup>nd</sup>      Phil                      All in favor

**Article Name: Blueberry Hill**

Article 20                      Motion      Phil                      2<sup>nd</sup>      Larry                      All in favor

Discussion: Question if donation will cover all costs. Andy explained it will cover most, but not all. Dave D'Amico says he will not spend more.

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

Article 21                      Motion      Phil                      2<sup>nd</sup>      Larry                      All in favor, Ned abstained

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

Article 22                      Motion      Frank                      2<sup>nd</sup>      Phyllis                      All in favor

**Article Name: Amend Industrial I zoning**

Article 23                      Motion              Mark                      2<sup>nd</sup>              Eric                      All in favor

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

Article 24                      Motion              Larry                      2<sup>nd</sup>              Phil                      All in favor

Discussion: Question if this will deter new business from coming in and advised by Susy that it will not. Question if anything in Commercial I or II that would need to be blended. Medway Block will be grandfathered. If business is sold will continue to be grandfathered.

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

Article 25                      Motion              Phil                      2<sup>nd</sup>              Larry                      All in favor

**Article Name: Affordable Housing**

Article 26                      Motion              Larry                      2<sup>nd</sup>              Jan                      All in favor

Discussion: Question if this would impede on Habitat for Humanity. Andy explained no but it could help the plan.

**Article Name: Non-Conforming Uses**

Article 27                      Motion              Phyllis                      2<sup>nd</sup>              Paul                      All in favor

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

Article 28                      Motion              Phil                      2<sup>nd</sup>              Larry                      All in favor

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

Article 29                      Motion              Larry                      2<sup>nd</sup>              Phil                      All in favor

Discussion: Does this apply to new business zone. Andy explained that the signage provision is in that new business zone article.

**Discussion and voting on Warrant Articles by number**

See warrant document attached

**Article 3:**              Changing to article number 7 per Suzanne  
Motion: Phil                      2<sup>nd</sup>              Larry                      All in favor

**Article 4:**              Changing to article number 3 per Suzanne  
Motion: Phil                      2<sup>nd</sup>              Larry                      All in favor

**Article 5:**              Changing to article number 4 per Suzanne  
Motion: Phil                      2<sup>nd</sup>              Ned                      All in favor  
Discussion: If repairable will do so and reuse within the town.

- Article 6:** Changing to article number 5 per Suzanne  
 Motion: Phil 2<sup>nd</sup> Ned All in favor
- Article 7:** Motion: Larry 2<sup>nd</sup> Paul All in favor  
 Discussion: Suzanne clarified numbers and explained that Article 3 makes all documents correct.
- Article 8:** Motion: Phil 2<sup>nd</sup> Jan All in favor
- Article 10:** Motion: Eric 2<sup>nd</sup> Phyllis All in favor  
 Discussion: This is in year 2013 and the historical society has already started planning.

Documentation for today's deliberation is dated 4/5/08 7:25am.

Chairman-Robert Kenney's comments before we begin

- BOS Budget has been presented
- Have topped off reserves
- Freed up operating money
- Balance of \$525,000 in free cash today lives there. Mr. Trindade requests to move \$200,000 to snow and ice. This will be part of a Special Town Meeting Warrant. Special Town Meeting would be April 21, 2008 and not part of the Annual Town meeting Warrant.
- It is possible that Capital Articles may change the budget
- Relying on state aid numbers
- Ch. 70 number will stay the same next year.
- School voted from the BOS budget number
- Small number changes will go on weekly until the day before Town Meeting.

Larry presented the schools latest priority list for \$562,349 as voted on this week. See attached document that is dated 4/5/08.

Phyllis and Joy explained their dismay that FinCom is not being presented information ahead of presentations. If presented ahead of time FinCom could look over prior to the presentations and prepare questions/comments on the information. (ie. \$25,000 salary transfer or the TriCounty presentation). They believe there are communication issues that need to be addressed.

Joy suggested that the board work through Selectmen's presented budget.

Rob asked how many members were comfortable with voting on the Selectmen's budget as it was presented? Larry made a motion that he was against ending the discussion at this point. 2<sup>nd</sup> by Ned.

Went through the selectmen's proposed budget and marked up which departments members wanted to discuss. Those included were: Education, Selectmen, Town Accountant, Treasurer/Collector, MIS/Technology, Town Clerk, Planning Board, Snow & Ice, Fire, Police, Building Inspector, Council on Aging, Library

Phil explained that he would not be available for the next meeting on 4/9/08. He would like to review and vote on the budgets that he is the contact for those departments. (ie. Police, Fire, Building)

## **Police**

Frank suggested to hold off on 1 car request until later. Perhaps until the fall town meeting which will free up \$35,000 until later.

Suzanne disagrees entirely.

Phil suggests buy 1 car now, hold money for the 2<sup>nd</sup>. If the state doesn't come through with the promised money at the commitment, then don't approve the 2<sup>nd</sup> car until a later date.

If the money from the state doesn't come in as promised, Suzanne will have to adjust budgets across the board anyway.

**Motion by Joy to base their assumptions on the \$964,000 revenue streams. Phyllis second. All in favor.**

**Motion by Joy to accept Police Budget, second by Phyllis. All in favor.**

## **Police/Fire Communication**

**Motion by Frank to accept Police/Fire Communication Budget, second by Jan. All in favor**

## **Fire**

Question on the fire truck and inspections vs. a borrowed truck. What are the expenses incurred by not having it. Suzanne will discuss at BOS and get back to FinCom.

## **Building Inspector**

Question: Is the building inspector accumulating a back-log of vacation time if he's not taking his vacations. Suzanne explained that he takes every Friday off and if you don't use your vacations you lose them.

Question: Inspector claims that many of the administrative tasks are his job now. Suzanne explained that his administrative tasks are a 2 person payroll which is not a lot of work.

Question: Is there enough of a work load to hire another person? Suzanne explained yes.

**Motion by Joy to accept Building Inspector Budget, second by Jan. All in favor**

## **Animal Control**

**Motion by Joy to accept Animal Control Budget, second by Phyllis. All in favor.**

**Motion to adjourn by Phil, second by Larry, approved by all present 12:25pm.**

Respectfully submitted,

Wendy Harrington  
Finance Committee Secretary