



Town of Medway
FINANCE COMMITTEE
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Approved:

Meeting Minutes: March 14, 2009
Sanford Hall, Medway Town Hall

Call to Order: With a quorum being met Chairman Faist called this meeting to order at: 8:05am.

Members Present: Chairman Frank Faist, Vice Chairman Larry Ellsworth, Member Mark Brown, Member Phyllis Cerel, Member Jeffrey DeVolder, Member Jan Fish, Member Paul Marble, and Administrative Assistant Shirley Bliss.

Appointments:

Suzanne Kennedy, BOS Budget:

Total Budget: \$240,234

Two new positions have been filled, Executive Assistant to Town Administrator and Human Resources Manager; both were hired at higher rates than originally posted increasing overall Town Administrator's budget by \$10,721. Budget also contains pay for 2 extra days to account for leap year. Fringe Benefits budget increase is due to change in Town Administrator's salary. Long and Short Term Disability are now being included in Human Resources budget. Advertising budget, each department will no longer have a line item; all advertising will be centralized and will be overseen by the Town Administrator.

Susan Ellis, Human Resources:

Total Budget: \$170,174

Currently budget funds come from several sources as Ms. Ellis did not begin work until January, 2009. Currently shares an assistant with Treasurer/Tax Collector's office. Salary of \$125,374 is Ms. Ellis only. Expenses include conference, educational reimbursements, pre-employment physicals, drug and alcohol testing. Health Insurance is currently being negotiated, it was suggested that the Town look into joining the State GIC program. Ms. Ellis explained that once you join, GIC takes control and the Town loses its ability to negotiate with the unions. Payroll: will go bi-weekly in January, 2010. This change will save the town money, there are also discussions concerning the sharing of a payroll person between the town and the school system.

Missy Dziczek, Council on Aging:

Total Budget: \$115,836

Expenses: Heating: FY10 budget \$8000 increase is due to opening of addition. This year's bill was high due to the locking in at: \$4.60/gallon should go down next year. Electricity: FY10 budget: \$10,200 again due to the opening of the addition. Purchased Services: cleaning company, pest control, fire alarm system. Programs: budget up due to the offering of more programs and office help is backing to working 12 hours a week. Water and trash budgets are based upon current fiscal year, if rates go up, so will this budget. The Senior Center is considering using a dumpster to lower trash costs.

Richard Boucher, Informational Services

Total Budget: \$220,812

Salaries include Mr. Boucher (\$91,052) and one Support Technician (\$41,760). Both positions will be shared by the Town and the School system. Mr. Boucher is looking for additional funds to purchase and install new phone systems, new staff and a 3% cost of living increase for him (\$2652), total new requests: \$70,412. The hiring of the new technician will allow problems to be fixed faster and give more support to the system. The new technician will also save in consultant fees. Expenses: (\$88,000) this budget includes computer equipment, software maintenance, office supplies, contracted repair services, training and internet access. Mr. Boucher hopes to replace outdated equipment, update current software, and train current staff to eliminate the need for outside support. Install town wide fiber optics, back up systems and disaster recovery systems. Mr. Boucher will look at purchasing refurbished equipment, as current many companies offer a 3 year warranty with their items. Some of his updates and purchases will be paid for through a Capital Improvement request, if approved at Town Meeting.

Robert Speroni, Building Department

Total Budget: \$143,031

Salaries: \$137,831 an increase of \$8,590 due to a step increase for the secretary, longevity payments, step increase for the deputy. Inspection hourly rate will remain the same for FY10. Inspectors are Town employees, who are on call and receive no benefits. Current inspection costs: \$20.00. Mr. Speroni expects inspection revenue to grow. Mr. Speroni informed this Committee that in FY 07 permit and inspection fee income \$210,000; Fy2008 was \$103,000, FY09 \$93,000. Building fees are down some due to the trend in building smaller houses and fewer large housing projects.

Melanie Phillips, Treasurer/Collector:

Total Budget: \$317,934

Salaries: \$214,007 an decrease of \$18,921 the sharing of clerk with Human Resources. The budget does include an increase of \$12,979 for the Treasurer/Collector and increase of \$2,436 for the Assistant Collector. Ms. Phillips hopes to have more residents pay their bills electronically, as payments are received faster and there is no charge from the bank, unlike when payments are made with credit cards.

Debt Service: total expenses: \$3,418,097 this includes 50% of the sewer debt. This number will go up approximately \$55,000 should all CIPC requests pass at Town Meeting in June, 2009. This amount is down due to the transfer of money to the sewer enterprise fund, future water borrowing will be done through this account. Water enterprise funds are self supporting and do not affect the Town's bonding ability.

Suzanne Kennedy, Assessors Report

Total Budget: \$221,671

Salaries: \$154,863 an increase of \$8,553 and an increase of \$694 in expenses for an overall increase of: 9,247. Salary numbers are due to contractual increases for both employees. A full study of the town will need to be done in FY12 with an anticipated cost of \$160,000; it was suggested that as these studies need to be done that monies should be budgeted each year to avoid the large hit all at once. Recruiting for a new Assessor has begun again, salary will need to be competitive and ability to use software proprietary.

Suzanne Kennedy, Camp Sunshine:

Total Budget: \$36,336

Would like to see this moved to the School Department, but costs will go up. Looking into using stimulus funds to cover costs.

Veteran Services: No discussion held.

Cemeteries: No discussion held.

Disability Commission: No discussion held.

Memorial Commission: No discussion held.

Suzanne Kennedy, Legal:

Total Budget: \$140,000

Fees up this year due to several long drawn out cases, contracts and employee issues, as of February, 2009 over budget by \$20,000. Ms. Kennedy expects to be back for more funds.

Finance Committee

Salaries: Total Budget: \$9,328

A discussion was held about cutting number of meetings to stay in level funded budget. A concern was raised about ETR's; with fewer meetings they would have to wait until next meeting if requested too late for current meeting. Several members were against the reduction of meetings as too many things would remain unresolved for longer periods of time. Vice Chairman Larry Ellsworth will attend the next BOS meeting and request an additional \$1200 for Finance Committee salaries. Expenses: seem to be correctly budgeted.

Reserve:

Total Budget: \$100,000

Will remain the same. A discussion will be held at a later date as to whether to request an increase based upon usage this year.

Adjournment: With no further business before this Committee Larry Ellsworth motioned and Paul Marble seconded and with a unanimous vote of 8-0-0 this meeting was adjourned at: 12:30pm.