



Town of Medway  
**FINANCE COMMITTEE**  
155 Village Street  
Medway MA 02053

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Approved:

Meeting Minutes: January 13, 21010  
Medway Senior Center  
Oakland Street

**Call to Order:** With a quorum being meet Chairman Ellsworth called this meeting to order at: 7:09pm.

**Members Present:** Chairman Larry Ellsworth, Vice Chairman Eric Arbeene, Clerk Mark Brown, Member, Cynthia Carle, Member Rondi Chapman, Member Martin Dietrich, Member Paul Marble, Member Anthony Pacholec and Administrative Assistant Shirley Bliss.

**Guest Present:** Suzanne Kennedy, Town Administrator, Melanie Phillips, Town Treasurer/Tax Collector, Glenn Trindade, Board of Selectman, Deb Trindade, School Committee and Kristy Perry, Community Newspaper reporter.

**5 Year Forecast:**

Melanie Phillips presented a 5 year budget forecast for the Town. This numbers leave both State Aid and Local Receipts the same throughout. The thought process is that it is better to under fund than over fund and not have the money. New growth income has been as been estimated based upon current growth. Expenses are increased by 2% per fiscal year, the VocTech budget has been increased by 5% each year, and the retirement budget has been increase by 8% each year. The budgets also included an anticipated 10% cut in State Aid for FY11.

Debt Service for FY12 will increase 3.8m which includes the new water meters. Neither tax title or excise tax has a budget as all monies collected go to Free Cash.

Currently there is 3.766m in Free Cash: 1.743m from Fy09 and 2.023m from Fy08.

Discussions are underway as to how best use these funds. Possibilities include: Capital Investments, paying ahead on DOR note, forced Stabilization, Traffic reconfiguration at McGovern School, and improvements to Route 109.

BOS and Town Administrator are looking and planning on both fiscal year 2011 and 2012 years to be very lean and contain large budget gaps.

## 5 Year Forecast: (Continued)

This Committee asked about pending pension liability and where and what the budget will be. Currently it is not budgeted for FY11. But the Town will have a large obligation beginning with the FY12 budget. More information will follow.

### Budget Forum:

All budgets will be printed on MUNIS and the hope is to distribute in PDF form. This Committee inquired as to if EXCEL spreadsheets were possible; with the new system this is not possible. New members of this Committee would like numbers from FY09, again with the new system this will not be possible.

### Grant Writer:

Suzanne Kennedy responded to a question by this Board as to the use of the Town's Grant Writer. Ms. Kennedy explained that currently only \$2,000 - \$3,000 of the \$75,000 allotted has been spent. The Grant Writer has applied for a loan for the Highland Street tank replacement. The Town is currently working on this loan, but feel that if they marry it with another project the likelihood of receiving the loan is better. Ms. Kennedy has asked Gino Carlucci to look over the available list of grants to see if the Town qualifies for any. When asked if the Grant Writer can work on school grants as currently the School Superintendent writes these grants. Deb Trindade explained that although they would like to use the grant writer, school grants are very particular and the person writing them must have a great understanding of school administration.

### Accounts Payable:

Shirley Bliss: Payroll	October 1, 2009 – December 31, 2009	\$517.82
Motion: Mark Brown	Seconded: Paul Marble	Vote: 9-0-0

Gatehouse Media	Publishing of STM	\$163.58
Motion: Mark Brown	Seconded: Rondi Chapman	Vote: 9-0-0

Total Bills Approved: \$681.40

### Reports:

#### Anthony Pacholec: Planning Board

Anthony brought forward a payment request from the Planning Board in the amount of: \$4,272.12. These funds are needed due to expenses incurred by the Conservation Commission hiring of a Consultant to review their proposed Rules and Regs changes. These funds would use up a very large chunk of the Planning Boards Consultant budget for FY10.

After a discussion it was determined that a representative from the Planning Board need to come to the next meeting to further explain these charges.

### Liaison Reports: (continued)

Clerk: Mark Brown reported that:

36% of the salary budget has been used

9.67% of expense budget has been used

\$29,000 of Reserve budget has been used leaving a balance of: \$81,000

He reminds this Committee that these figures do not include the cost of the upcoming election.