



Town of Medway
FINANCE COMMITTEE
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Approved: **March 9, 2011**

Meeting Minutes: February 9, 2011
Medway High School Library

Members Present: Chairman Eric Arbeene, Vice Chairman Martin Dietrich, Clerk, Chris Lagan and Members, Kevin Dickie, Jeff O'Neil, Tony Pacholec, Frank Rossi and Administrative Assistant, Shirley Bliss.

Guest Present: Suzanne Kennedy, Medway Town Administrator, Dennis Crowley, BOS Chairman, BOS Member Glenn Trindade, and Deb Trindade, Medway School Committee Chairman, Wendy Rowe, Ed Duggan from the Library Board of Trustees.

Call to Order: With a quorum being met, this meeting was called to order by Chairman Arbeene at: 7:11pm.

New Business:

Emergency Transfers:

School Department: \$19,345.56

The purpose of these funds was payment of necessary repairs to 34 heating vents at Burke-Memorial School.

Planning and Economic Development: \$9700.00

Professional services and expenses related to street acceptance in the Birch Hill subdivision.

Snow and Ice Removal: \$No dollar figure - approval to pay overages

Monies needed to coverage budget overage due to excessive snow this year.

5 year projections - Suzanne Kennedy:

Ms. Kennedy explained that the paper in front of you is only a projection – not a budget. The report also shows what projected budget gap of 1.5 – 1.6m. Currently the budget breaks down to 44% Town expenses and 56% school expenses. The budget is generated using prior year’s base plus a 2.5% increase. The anticipated budget for FY12 is \$28,000,080. The Board of Selectman are considering using 1M from the operating budget to close some of the gap.

Mrs. Kennedy also stated that the taxes return/payment rate is 98%.

Other changes in the budget:

Tri-County payment up 10%, expenses up 2%, salaries up 2.5%, property insurance up 2.5% - currently the town is ready to send out an RFP for insurance prices, the hope is that there will a cost saving to the town by going out to bid, as each year seems to bring more employees enrolling. Retirement is also up 6% and unemployment payments have increased 14.9% from \$238,000 to \$425,000. The BOS is currently in discussion as to increasing this budget.

School Budget:

It was suggested that there be a joint BOS/School Committee/Finance Committee meeting to present and discussion this budget; prior to the required Public Hearing. Town Administrator Suzanne Kennedy will take the lead in organizing this meeting.

Approval of Meeting Minutes:

October 20, 2010:

A motion was made to accept the minutes as presented.

Motion: Frank Rossi Seconded: Chris Lagan Vote: 6-0-1
Abstained: Jeff O’Neil

November 10, 2010:

A motion was made to accept these minutes as amended:

Motion: Jeff O’Neill Seconded: Kevin Dickie Vote: 7-0-0

Accounts Payable:

Payroll: Shirley Bliss \$335.06 October 1, 2010 – December 31, 2010
Motion: Chris Lagan Seconded: Jeff O’Neill Vote: 7-0-0

Chairman’s Report:

Chairman Arbeene reported that the DPW is looking into redesigning the plowing routes as well as plowing the sidewalks.

Liaison Reports:

Jeff O’Neill – School Committee:

The School Committee has begun budget talks. The current budget includes the hiring of the following positions: Director of Special Education (current director leaving at end of school year), Director of Curriculum (This is a new position, and will be self-funded thru cuts). They are also looking to conducting a review of the Special Education Department. This study would be paid for out of savings that are realized, if no savings are realized, there would be no cost for the study.

The current school budget is approximately \$500,000 more than what the BOS would approve.

Medway Public Library: Wendy Rowe, Chairman Board of Library Trustees:

Ms. Rowe spoke of the current agreement between Medway and Franklin to share a Director, as well as what their long term (5 year) plan is.

As of July 1, 2011 the Board of Trustees has voted to no longer continue with the current Municipal Agreement with Franklin. The Board of Trustees feels that they have given it two (2) years – with the second one being met with great reluctance, they feel that the agreement has not worked and see no reason to continue. They feel that the sharing of a Library Director is just too confusing for the employees, they never know when she will be around as there was never any set schedule as to where she would be when. The Board has gone ahead and hired a new Director who will work 40 hours per week in Medway for a salary of \$58,000. Funding for this position would come from the Regionalization Budget. Ms. Rowe appeared very defensive when asked why they did not look outside for a possibility of a more qualified person:

“I would never consider letting someone go who has helped the library
Only to hire someone more qualified”

Ms. Rowe further stated that “the Board has made a decision and we can do
whatever we want.”

When questioned as to how this person was hired, Ms. Rowe explained that she is currently working in the Library, knows the routine and system and fits in perfectly with the current staff. Ms. Rowe explained that the Board knew her from both Medway and Holliston and is confident in her ability and didn't feel the need to look any further. Ms. Rowe pointed out the by law, the Library Director reports directly to the Library Board of Trustees and not to the Town Administrator as previously stated. The director is responsible for all day to day activities, whereas the Board of Trustees is responsible for building and maintenance, policy changes, employee issues, budget approval as well as the people responsible for hiring the director.

A discussion was held on what worked and didn't work on the regionalization:

Worked: The cleaning and maintenance thanks to Bob McGee, and the shared director did write the long term plan, which was part of the agreement.

Didn't Work: job sharing at the Executive Level, no real chain of command, data bases couldn't be shared (vendor would not allow) museum passes, residents of each town could only use that town's passes.

Library Budget:

Ms. Rowe explained that the upcoming budget is looking for the most effective way to use the library at the lowest costs and all reports stated that in order to succeed you must have a full time director. Ms. Rowe also explained that there is money in the budget for a cleaning company, as the library is just too big to be cleaned by volunteers.

Adjournment:

With no further business before this Committee a motion was made and seconded to adjourn at: 10:05pm.

Motion: Kevin Dickie Seconded: Frank Rossi Vote: 7-0-0