



Town of Medway  
**FINANCE COMMITTEE**

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**Meeting Minutes: February 8, 2012**  
**Medway High School Library**  
**88 Summer Street**

**Present:** Chairman Martin Dietrich; Vice Chairman Jeff O'Neill; Clerk Chris Lagan; Members: Christine Devine, Kevin Dickie, Neil Kennedy, Tony Pacholec, and Frank Rossi.

**Absent:** Jim Sheehan.

**Also Present:** Suzanne Kennedy, Town Administrator; John Foresto, Chairman, Board of Selectmen; Capital Improvement Planning Committee – Tom Anderson, Chair; Rich Briggs, Jim Dillingham, and Peter Sigrist.

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There being a quorum present, Chairman Dietrich called the meeting to order at 7:03 PM.

**Public Comment:** None.

**Presentation – Capital Improvement Planning Committee (CIPC):**

*The Committee reviewed the following information: (1) 2013-2017 Capital Projects List, prepared by David D'Amico, Deputy Director, Department of Public Services; and (2) FY2013 Budget Report, prepared by the Capital Improvement Planning Committee, dated February 6, 2012.*

Mr. Tom Anderson stated this is the annual report featuring what the committee would like to fund on projects, 75 projects totally \$28 million. Each committee member rates the projects, and those ratings are merged together in a multi-layered analysis. Last year the committee recommended 81 projects for \$27.5 million, with the previous year totaling \$15 million. He noted that the single biggest item they considered is replacing the Department of Public Services facility, which did not make this year's list. While some DPS projects are on the list, the building itself is not. It was noted that some projects were denied, other merged into other projects, while others were funded via other methods. Funding is predominantly accomplished via free cash, general fund, enterprise accounts and bonding (one project). At Town Meeting, projects are not voted individually, but as a group.

Discussion began on review of the projects funded from free cash, beginning with generators, library HVAC units, Information Technology upgrades, and sidewalk improvements. A new flatbed truck will have interchangeable apparatus which helps save money instead of buying separate types of trucks, eliminates need for separate sander, street cleaner, and dump truck, and can be used all year long. Swapping out various types of equipment takes about an hour.

Regarding a Fire Department command vehicle, the department does not have one now. If the Fire Chief arrives at a scene before the regular trucks, he has minimal emergency equipment. A proper command vehicle would enable him to be a first responder.

Discussion followed on the stabilization fund and the Town's bonding capacity. A ladder truck for the Fire Department would be the only bonded item. The current truck is 31 years old and the ladder no longer fully extends. The price on the project list is \$800,000 but the expected price is closer to \$865,000. This will be finalized as they move forward. Bonding is usually for 30 years. A water superintendent truck, as well as various sewer system improvements, will be funded out of Enterprise accounts. Discussion followed.

Regarding Parks and Recreation items, Mr. Anderson stated the Oakland Basketball Court has been on the list for a couple of years. The committee hopes to solicit residents on their expectations for the parks in the community. Brief discussion followed on fees for Parks and Recreation classes, how much fees are, where the money goes, who has the authority to collect that money, how that fund has grown and proposed uses.

Mr. Jeff O'Neill stressed the importance of considering things that are visible to residents. Mr. Anderson stated there are a number of things on the list that are critical because they either are not working, are failing, essential repairs or equipment replacement. It was suggested to install lights at playing fields to make the fields more available. Mr. Kevin Dickie suggested lack of availability might often be the case of poor scheduling or people just wanting the better fields. Selectman John Foresto noted that field space has increased dramatically in the last 20 years, and much of the lighting, maintenance, and other related costs were paid by soccer clubs and other sports programs. Discussion followed.

Regarding DPS Facility, there was some discussion on what this facility needs to be. The committee recommended that the Board of Selectmen form a committee to explore various options apart from building a new building. Looking ahead, it should be something that could be funded via debt exclusion in 2016, as it will take two years to get something solid decided.

To coincide with the Medway 300 celebration, new signage is suggested throughout town and especially markers at town lines. This was a joint request from the Department of Public Services and the Planning Department. Some signs will be granite posts while others will be aluminum. It was noted that many residents think the Medway 300 signage is more for community identification rather than improving anything.

Mr. Frank Rossi asked if replacement of student lockers at the middle school could be added to the list for FY2014, if they are not part of the repair project. Mr. Anderson responded that replacement of the lockers is not considered "repair" by the state.

Mr. Anderson stated the committee will meet again next week and will start prioritizing projects on the list. They will also start getting quotes from vendors. Law requires they get three written quotes for each big ticket item. They will also update the list posted online.

The committee complimented the group on their progress, noting it is very organized and thorough.

**Review of Budget Process:**

*The Committee reviewed the FY2013 Budget Calendar with Town Charter references to the budget process (received at meeting).*

Present: Suzanne Kennedy, Town Administrator; John Forest, Chairman, Board of Selectmen.

Ms. Kennedy distributed updated copies of the FY2013 Budget Calendar along with pertinent references to the Town Charter regarding the budget process. She stated the budget process is a 5-year plan, tracking revenue and expenditures for five years, and each year's budget process begins in July, the start of the fiscal year. Updates and revisions are made weekly. She reviewed the overall budget process, noting that the Town is bound to the calendar as set forth in the Town Charter. This means that the Board of Selectmen is the first group to view the complete budget. A complete budget includes a capital budget, school budget, department budgets, all of which are combined to create Comprehensive Operating and Capital Budgets. Ms. Kennedy briefly reviewed the rest of the calendar, leading up to Annual Town Meeting.

Ms. Kennedy stated various communication methods are being considered to disseminate information, such as Facebook, Town websites, etc. Chairman Dietrich will work with the Town Administrator to compile the Annual Town Report. Brief discussion followed on departmental reports and liaison reports. She stated in Holliston reports are made available to residents but not published in the Warrant. Mr. Chris Lagan asked about electronic distribution of the Warrant; Ms. Kennedy responded that it is against the law.

At this time, it is believed that Annual Town Meeting will happen in May as set forth in the Town Charter.

Due to the mild winter, the snow and ice budget has barely been touched. Ms. Kennedy confirmed that it cannot be rolled over to next year's budget, but that it has to fall to free cash.

**Budget Calendar/FinCom Meeting Schedule:**

Given that the budget is expected to be completed by March 13, the committee decided to meet on March 14, 21, 28, as well as April 4. The public hearing would be scheduled for April 11, and the committee's regular monthly meeting would be on the same night. If things are moving slowly toward approval of the budget, the committee may ask the Town Administrator to attend the April 4 meeting.

Chairman Dietrich asked committee members to take a week or so to look over the budget books after receipt, and prepare questions for discussion.

**Financial Reports:**

Mr. Chris Lagan, Clerk, briefly reviewed the finances of the committee. No change from January reports.

**Mr. Kevin Dickie moved the committee approve payment of an invoice from Community Newspapers in the amount of \$65.88; Mr. Sheehan seconded. No discussion. Vote: 8-0-0.**

**Liaison Reports:**

Liaison reports were presented relative to the following groups: Community Preservation Committee, School Committee, Economic Development and Planning Board, School Building Committee, Board of Selectmen and Medway Public Library.

**Approval of Meeting Minutes:**

*The committee reviewed draft minutes of meetings held on November 15, 2011, December 14, 2011, January 4, 2012, and January 17, 2012.*

**Mr. Frank Rossi moved to approve the minutes of November 15, 2011, as amended; Mr. Jeff O'Neill seconded. No discussion. VOTE: 7-0-1 -- Kennedy abstain.**

**Mr. Chris Lagan moved to approve the minutes of December 14, 2011, as amended; Mr. Frank Rossi second. No discussion. VOTE: 4-0-3—Dietrich, Kennedy and Pacholec abstain.**

**Mr. Jeff O'Neill moved to approve the minutes of January 4, 2012, as drafted; Mr. Tony Pacholec seconded. No discussion. VOTE: 7-0-1 – Rossi abstain.**

**Mr. Jeff O'Neill moved to approve the minutes of January 17, 2012; Mr. Chris Lagan seconded. No discussion. VOTE: 7-0-1 –Pacholec abstain.**

**Next meeting:**

The next regular meeting will be Wednesday, March 14, 2012 at 7:00 PM, in the library at Medway High School.

**At 8:47 PM Mr. Kevin Dickie moved to adjourn; Mr. Jeff O'Neill seconded. No discussion. Vote: 8-0-0.**

Respectfully submitted,

Jeanette Galliardt  
Night Board Secretary