



Town of Medway  
**FINANCE COMMITTEE**  
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Medway MA 02053

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**Meeting Minutes: April 11, 2012**  
**Medway High School Library**  
**88 Summer Street**  
**7:00 PM**

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

**Absent:** Tony Pacholec and Jim Sheehan.

**Also Present:** Suzanne Kennedy, Town Administrator; John Foresto, Chairman, Board of Selectmen; Melanie Phillips, Finance Director; Rich Boucher, Director, Information Technology; Susy Affleck-Childs, Planning and Economic Development Coordinator.

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At 7:00 PM, with a quorum present, Chairman Dietrich convened a Public Hearing for the purpose of receiving public comment on the 2012 Special Town Meeting Warrant and the 2012 Annual Town Meeting Warrant.

Reading aloud, the committee members read through each article on the Special Town Meeting Warrant. There was no public attendance or comment.

At this time, committee members began reviewing the Annual Town Meeting Warrant. It was noted that the Community Preservation Committee article will actually be the final article considered on Town Meeting night, ensuring a quorum of the public at the meeting. After reading three articles, it was determined that there was no public attendance at the hearing. Therefore, Chairman Dietrich closed the hearing at 7:11 PM.

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At 7:12 PM, with a quorum present, Chairman Dietrich called the regular monthly meeting of the Finance Committee to order.

**Emergency Funds Transfer:**

*The Committee reviewed an Emergency Funds Transfer, dated 4/8/12, in the amount of \$10,927.56.*

Ms. Suzanne Kennedy, Town Administration, briefly explained the need to pay the retiring Health Agent the salary (and associated benefits) due him. It was noted that his final salary payment includes over 200 hours of vacation pay plus the union contract perk. Because his retirement was not anticipated, this was not budgeted. A transfer of \$10,297.56 is necessary in order to pay him in a timely manner.

**Mr. Kevin Dickie moved to approve the Emergency Funds Transfer, dated 4/9/12, in the amount of \$10,927.56; Mr. Neil Kennedy seconded. No discussion. VOTE: 7-0-0.**

**Continued Review – Annual Town Meeting Warrant:**

It was noted that the Board of Selectmen voted to add funds to the capital budget for the dump truck, technology improvements and GIS.

Selectman Foresto briefly explained that GIS program came from general fund appropriations. Ms. Susy Affleck-Childs bought software, and staff did training in the mapping program. The additional funding would allow integration with data from other departments, i.e., sewer routes and other utility connections. Information from the Town Clerk's office, senior center, DPS, highway, and Health department has been added. This program can show every location where a licensed dog resides, or detention ponds, or underground tanks. Each layer can reveal different things. Some info is available to general public, some is not. DPS has mapped where all hydrants are. Conservation would be able to map vernal pools and wetlands.

Ms. Affleck-Childs confirmed that the program's initial layers would now be complete. The third phase is a fly-over kind of maneuver over the community, at which time the community is photographed in great detail. The downside to not adding the additional software is that the information is not readily available to staff and the general public. If public can access it themselves online, it frees up staff time to devote to other tasks. It represents a better use of time, not necessarily a dollar savings, and it presents a consumer-friendly attitude to the public.

Ms. Suzanne Kennedy, Town Administrator, stated the Town is getting good comments from the real estate community about our mapping, and comments to the Assessor's Office. People like having that information at their fingertips. Neighboring communities have more advanced systems while Medway is in the infancy stage. Mr. Rich Boucher, Director, Information Technology, added that his department plans to use People GIS for a lot of things as well. He confirmed it will not require additional service space as it is web-hosted. Requesting to a question about data recovery, Mr. Boucher stated he has been assured that the program is fully redundant and data should not be lost. He believed \$7,500 is a very reasonable cost to be able to do this.

Ms. Affleck-Childs stated there are presently no regulations on which layers have to be public. Each department can decide for themselves. It was suggested that residents might be able to opt-out of some screens, i.e., Chairman Dietrich was not sure he wanted everything to know he had a dog.

At this time, committee directed its technology questions to Mr. Boucher. He distributed a handout listing current technology purchases and those anticipated over the next five years and briefly reviewed it. This information was bundled and sent to parents electronically. He outlined specific items such as

printer ink cartridge expenses for this year: \$35,000 for the schools, less than \$500 for the Town. He noted that some departments pay for this type of supply out of their own supply budgets. There was brief discussion on laptop usage, laptop carts, funds for software, online testing and student ability to bring in personal devices. Regarding virtualization, Mr. Boucher noted there is \$100,000 proposed in Article 2 as a capital item.

Mr. Chris Lagan asked why some of these things are not reflected in the school budget. Mr. Boucher responded that his position is dual, supporting both the Town and the schools. Ms. Kennedy pointed out that these things do not represent an operating expense, and that computers are considered capital items. The definition of a capital item is that it must last 5 years, and its must cost be \$5,000 or greater, so it is separate and distinct from the operating budget. If the equipment were leased, however, that cost could be put into an operating account as it would meet operational definition of capital expenditure per Department of Revenue. Mr. Lagan theorized that this money could perhaps be spent elsewhere, expressing concern that getting more equipment will lead to additional staff members in order to train people to learn how to run the software.

Selectman Dennis Crowley pointed out that these four items were actually recommended by the departments, not chosen by Town Administrator or Board of Selectmen. Ms. Kennedy added that this money is coming from the 8% that was budgeted for health insurance premiums which is now unnecessary due to the zero increase premiums. This decision was just made last week.

Selectman Foresto added that, when given the choice, DPS asked for the GIS flyover instead of the dump truck.

Regarding Article 27 on fingerprinting, Ms. Kennedy stated the Board of Selectman opened and closed the Warrant at its meeting on Monday in order to remove this article.

Ms. Susy Affleck-Childs was available to answer questions on the Planning and Zoning Articles. She noted that some close loopholes that were discovered when working with contractors. She feels confident that there are no contentious issues in these articles. Ms. Affleck-Childs noted that some articles contained vague or inaccurate definitions which have now been clarified and updated to current usage. She used "contractor's yard" as an example; now there is a definition of where this kind of yard can legally exist. Brief discussion followed.

Regarding the acquisition of the Briggs property, Ms. Kennedy stated she was approached by the Community Preservation Committee to bond for this purchase instead of buying it outright. After she and the Finance Director looked into it, the Board of Selectmen agreed to buy it with the CPA funds. Ms. Phillips did not want to jeopardize the Town's bond rating by bonding the purchase, while the CPC did not want to reduce their fund balance. Selectman Crowley stated funds may also be needed for the Thayer property.

Ms. Phillips explained that, under IRS codes, there are two qualifications for bonds: bank-qualified and non-bank-qualified. To be bank-qualified one has to be a small issuer, not more than \$10 million in a calendar year; Medway already has over \$8 million out. The additional amount would put us over the top, driving up the rates and decreasing any premium that could be coming our way. It would simply be more costly to borrow. Medway is a small enough community that it can usually stay under the \$10 million mark. Selectman Crowley added that the CPC agreed that additional cost to the Town was not worth the expense of bonding.

Mr. Chris Lagan stated he did not think the Town should buy this property, noting that there is property at Choate Park that will need some money. He is not wild about the Winthrop Street property either, and just does not believe the Town needs another property to take care of.

Selectman Foresto pointed out the limitations on using the funds collected through the Community Preservation Act. Mr. Lagan suggested spending it on Choate Park at the Thayer house. Mr. O'Neill pointed out that these properties are all connected toward a long range vision. Selectman Crowley reported that, at a recent CPC meeting, there were approximately 20 people from local sports groups in favor of the purchase with the ultimate hope there could be room for a couple of fields there. He also reminded the committee that purchasing property saves pristine land from being developed. The purchase also gives the Town the right of first refusal on adjoining parcels, while Mr. Briggs retains the right to hay and cut wood. Discussion followed.

Chairman Dietrich asked if there were any other questions on any part of the Warrant. Mr. O'Neill asked for a definition of what the Capital Improvement Stabilization Account is (Article 6). Selectman Foresto stated the intent is to establish the account and get \$200,000 into it, as it is believed that those funds will be used to help cover costs of repair on the bridge between Medway and Franklin. It is basically putting money aside for anticipated costs. While the Department of Public Services is not ready to do the work, the Town wants to be financially ready when it is.

**Special Town Meeting Warrant – Recommendation:**

**Mr. Chris Lagan moved that the Finance Committee approve the Warrant for Special Town Meeting; Mr. Kevin Dickie seconded. VOTE: 7-0-0.**

**Annual Town Meeting Warrant – Recommendation:**

At this time the Committee considered each Warrant Article separately, as follows:

**Article 1 -- Appropriation: FY13 Operating Budget: Mr. Kevin Dickie moved that the Committee recommend Article 1; Ms. Christine Devine seconded. No discussion. VOTE: 7-0-0.**

**Article 2 -- Appropriation: Town Clerk Salary: Mr. Kevin Dickie moved that the Committee recommend Article 2; Ms. Christine Devine seconded. No discussion. VOTE: 7-0-0.**

**Article 3 -- Free Cash Appropriation: Capital Items: Mr. O'Neill suggested getting periodic reports from the CIPC throughout the year so that the Committee can understand its thought process. Mr. Kevin Dickie moved that the Committee recommend Article 3; Ms. Christine Devine seconded. No discussion. VOTE: 7-0-0.**

**Article 4 -- Free Cash Appropriation: FY13 Non Capital Item: Mr. Kevin Dickie moved that the Committee recommend Article 4; Ms. Christine Devine seconded. No discussion. VOTE: 7-0-0.**

**Article 5 -- Free Cash Appropriation: Non Capital Item: Mr. Kevin Dickie moved that the Committee recommend Article 5; Ms. Christine Devine seconded. No discussion. VOTE: 7-0-0.**

**Article 6 – Free Cash Appropriation: Capital Improvement Stabilization Account: Mr. Kevin Dickie moved that the Committee recommend Article 6; Ms. Christine Devine seconded. No discussion. VOTE: 7-0-0.**

Article 7 –Operational Reserve Transfer: Capital Improvement Stabilization Account: **Mr. Kevin Dickie moved that the Committee recommend Article 7; Ms. Christine Devine seconded. No discussion. VOTE: 7-0-0.**

Article 8 -- FY13 Capital Budget: Bonding Expenditure: **Mr. Kevin Dickie moved that the Committee recommend Article 8; Ms. Christine Devine seconded. No discussion. VOTE: 7-0-0.**

Article 9 -- FY13 Capital Budget: Water Enterprise: **Mr. Kevin Dickie moved that the Committee recommend Article 9; Ms. Christine Devine seconded. No discussion. VOTE: 7-0-0.**

Article 10—FY13 Capital Budget: Sewer Enterprise: **Mr. Kevin Dickie moved that the Committee recommend Article 10; Ms. Christine Devine seconded. No discussion. VOTE: 7-0-0.**

Article 11 -- Appropriation: FY13 Water Enterprise Fund: **Mr. Jeff O’Neill moved that the Committee recommend Article 11; Ms. Christine Devine seconded. No discussion. VOTE: 7-0-0.**

Article 12 – Appropriation: FY13 Sewer Enterprise Fund: **Mr. Jeff O’Neill moved that the Committee recommend Article 12; Mr. Chris Lagan seconded. No discussion. VOTE: 7-0-0.**

Article 13 – Appropriation: FY13 Solid Waste Enterprise Fund: **Mr. Jeff O’Neill moved that the Committee recommend Article 13; Mr. Chris Lagan seconded. No discussion. VOTE: 7-0-0.**

Article 14 -- Appropriation: FY13 Ambulance Enterprise Fund: **Mr. Jeff O’Neill moved that the Committee recommend Article 14; Mr. Chris Lagan seconded. No discussion. VOTE: 7-0-0.**

Article 15—Appropriation: Community Preservation Committee: It was noted that the Moderator does not want amounts in the article, but in the motion itself. Ms. Kennedy clarified that the Warrant article is merely to give people an idea of what can be voted, but is not cast in stone. The amounts will be updated just before Town Meeting. **Mr. Jeff O’Neill moved that the Committee’s recommendation for Article 15 as TO BE DETERMINED; Mr. Kevin Dickie seconded. VOTE: 7-0-0.**

Article 16 – Appropriation: Thayer Project Funds: **Mr. Jeff O’Neill moved that the Committee recommend Article 16; Mr. Chris Lagan seconded. No discussion. VOTE: 7-0-0.**

Article 17 – Lease: Roadway Operation and Maintenance Equipment: **Mr. Neil Kennedy moved that the Committee recommend Article 17; Mr. Kevin Dickie seconded. No discussion. VOTE: 5-2-0: O’Neill and Rossi oppose.**

Article 18 – Revolving Accounts: Annual Authorization: **Mr. Jeff O’Neill moved that the Committee recommend Article 18; Ms. Christine Devine seconded. No discussion. VOTE: 7-0-0.**

Article 19 – Appropriation: Medway 300<sup>th</sup>: **Mr. Jeff O’Neill moved that the Committee recommend Article 19; Mr. Chris Lagan seconded. No discussion. VOTE: 7-0-0.**

Article 20 – Appropriation: Library – Books and Materials: **Mr. Neil Kennedy moved that the Committee recommend Article 20; Mr. Kevin Dickie seconded. No discussion. VOTE: 7-0-0.**

Article 21 – Approve Settlement: Sewer Ext. Project Claim: **Mr. Neil Kennedy moved that the Committee recommend Article 21; Ms. Christine Devine seconded. No discussion. VOTE: 7-0-0.**

Article 22 – Land Acquisition: Adams/Winthrop St Properties: Selectman Crowley offered a brief explanation of the 61A Tax Classification. Ms. Phillips stated all the back taxes will be taken out of the sale price. **Mr. Neil Kennedy moved that the Committee recommend Article 22; Ms. Christine Devine seconded. No discussion. VOTE: 7-0-0.**

Article 23 – Eminent Domain: Brentwood Drainage Project: **Mr. Neil Kennedy moved that the Committee recommend Article 23; Mr. Kevin Dickie seconded. No discussion. VOTE: 7-0-0.**

Article 24 -- Land Transfer: Lovering St: **Mr. Neil Kennedy moved that the Committee recommend Article 24; Mr. Kevin Dickie seconded. No discussion. VOTE: 6-1-0: O’Neill oppose.**

Article 25 -- Amend General By-laws: Community Preservation Committee: **Mr. Neil Kennedy moved that the Committee recommend Article 25; Ms. Christine Devine seconded. No discussion. VOTE: 7-0-0.**

Article 26 – Amend General By-Laws: Affordable Housing Trust Composition: **Mr. Neil Kennedy moved that the Committee recommend Article 26; Mr. Jeff O’Neill seconded. No discussion. VOTE: 7-0-0.**

Article 27—Amend General By-laws: New Article to Fingerprint Certain Prospective Licensees: It was noted that the Board of Selectmen removed this article from the Warrant at an earlier meeting.

Article 28 – Charter Amendment: Appointment of Water and Sewer Commission: **Mr. Neil Kennedy moved that the Committee recommend Article 28; Mr. Kevin Dickie seconded. No discussion. VOTE: 7-0-0.**

Article 29 – Charter Amendment: Appointment of Board of Health: **Mr. Neil Kennedy moved that the Committee recommend Article 29; Mr. Kevin Dickie seconded. No discussion. VOTE: 7-0-0.**

Article 30 – Petition General Court: Street Acceptance Process: **Mr. Neil Kennedy moved that the Committee recommend Article 30; Mr. Kevin Dickie seconded. No discussion. VOTE: 7-0-0.**

Zoning Articles 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, and 49: Brief discussion followed on the general aspects of these articles, i.e., tightening of language, definitions, other things, and it was noted that some changes are recommended by the Building Inspector. There are no financial implications to any of them. **Mr. Chris Lagan moved that the Committee recommend Articles 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, and 49; Mr. Kevin Dickie seconded. No discussion. VOTE: 7-0-0.**

Article 50-- Corporate Personhood Resolution: Selectman Crowley reported that the Selectmen wanted to dismiss this article but could not as it was not their article. The Board believed Town Meeting was not the right place to make a political statement. Discussion followed.

**Mr. Chris Lagan moved that the Committee NOT RECOMMEND Article 50; Mr. Frank Rossi seconded. No discussion. VOTE: 3-4-0 – Kennedy, O’Neill, Devine and Dickie oppose. Motion failed.**

**Ms. Christine Devine moved that the Committee TAKE NO POSITION on Article 50; Mr. Jeff O'Neill seconded. No discussion. VOTE: 4-3-0. Motion carried.**

**Discussion – Non-binding Ballot Questions:**

Ms. Kennedy suggested that one should pertain to the way the Town distributes the Warrant. Most of the Selectmen are in favor of sending it electronically, posting it on the Town website and placing hard copies in key locations.

Selectman Crowley opposes this option. Most Town Meeting attendees are older folks who may not be as computer-literate as others. Concern was expressed that this year 22 articles are zoning articles which may be done first in order to have quorum, while hoping to still have enough people to vote on the budget (last vote of the evening). Mr. O'Neill suggested that as there are no articles impacting schools and school-age children, parents may not be as engaged in Town Meeting as they have been in the past.

Ms. Kennedy noted that preparing a hard copy is a lot of work for the staff. Ideally she would like to notify residents by postcard that a hard copy is available and let them know how to obtain one. She is not sure there is enough time to do that for this year. She added that there will be a message via Constant Contact to reach a lot of people electronically. Brief discussion followed. Ms. Kennedy stated that her preference is to print the Warrant for this year, do the ballot question and make a plan for next year.

The other ballot question is whether the public is interested in a consolidated maintenance program for the Town and schools. The question would include a brief description on what the term "facilities management" means and what it would encompass.

**Next Meeting:**

The next meeting will be held on Wednesday, May 9, 2012, at 7:00 PM. This meeting will give the committee an opportunity to do any last minute preparations for Town Meeting.

**At 9:35 PM Mr. Kevin Dickie moved to adjourn; Ms. Christine Devine seconded. No discussion. VOTE: 7-0-0.**

Respectfully submitted,

Jeanette Galliardt  
Night Board Secretary