



Town of Medway
FINANCE COMMITTEE
155 Village Street
Medway MA 02053

Tel: (508) 533-3200
Fax: (508) 533-3201

Meeting Minutes: October 17, 2012
Medway High School Library
88 Summer Street
7:00 PM

Present: Chairman Jeff O'Neill; Meghan Bernardo, Christine Devine, Frank Rossi, Barry Schroeder, Jim Sheehan.

Absent: Kevin Dickie, Vice Chair; Chris Lagan, Clerk; Neil Kennedy.

Also Present to answer questions on Warrant Articles: Jeffery Lynch, Fire Chief; Allen Tingley, Police Chief; Tom Holder, Director, Department of Public Services; Carol Pratt, Town Accountant; Stephanie Bacon, Health Agent; Deb Trindade, School Committee; Melanie Phillips, Finance Director; David D'Amico, Deputy Director, Department of Public Services; Selectman John Foresto; Selectman Dennis Crowley; Selectman Glenn Trindade (7:46 PM); Dan Hooper (8:23 PM).

There being a quorum present, Chairman O'Neill called the meeting to order at 7:04 PM.

Request for Transfer from the Reserve Fund – Fire Department:

The Committee reviewed a Request for Transfer from the Reserve Fund, dated October 10, 2012, from the Fire Department.

Fire Chief Jeffrey Lynch stated a lightning strike knocked out the fire alarms at both stations. Two quotes have been obtained; the one from the local vendor is the better of the two. He expressed concern that, without the alarms, there is no fire protection at the stations and valuable fire equipment is unprotected. The present balance in the budget line item is \$11,800 and an additional \$10,000 is needed to fund the new alarms.

Mr. Jim Sheehan moved that the committee approve the Request for Transfer from the Reserve Fund in the amount of \$10,000; Mr. Barry Schroeder seconded. No further discussion. VOTE: 6-0-0.

Discussion – Fall Town Meeting Warrant:

The Committee reviewed a Draft Warrant for 2012 Fall Town Meeting.

The Committee reviewed each article, getting supporting information from those in attendance. Brief comments or discussion summary is as follows:

Article 1 – Amendment Annual Authorization: Council on Aging Revolving Account – no questions.

Article 2 – Appropriation: Ambulance Enterprise Debt Service – this is a housekeeping matter to fund debt service costs.

Article 3 – Appropriation: Sewer Enterprise Fund Debt Service – related to borrowing that occurred after 2012 Annual Town Meeting.

Article 4 – Appropriation: General Fund Debt Service – also related to borrowing that occurred after 2012 Annual Town Meeting.

Article 5 – Free Cash: Fire Turnout Gear – Fire Chief Lynch stated this was to replace fire equipment so that each firefighter had a second set in case something happened to the first. This represents 25% of the total equipment, and ultimately some will be replaced each year.

Article 6 – Free Cash: Fire Training – Fire Chief Lynch stated this represents costs related to getting firefighters trained in order to attain Firefighter 1 and 2 official certifications. It is anticipated that his departmental budget can be increased so that the line item can fund training on a regular basis. The certification is a one-time event, yet new techniques are presented for everyone during training.

Article 7 – Free Cash: PAMET Software – This is for software that will be integrated with existing software, in order to generate reports from relevant data and statistics including potential hazards highlighted on the way to fire calls, medical history of victims/patients, addresses, etc. It will cut down time necessary to create reports. The cost includes training as well as a bridge to convert existing software. There is an annual maintenance cost of \$4,500. Discussion on increasing number of full time firefighters and use of ambulance fund to help cover some of these expenses in the future, allocating the cost back to the Enterprise Fund.

Article 8 – Borrowing: Board of Health Water Pollution Abatement Projects – Ms. Stephanie Bacon, Health Agent, provided a brief explanation of how the program works, noting it is for Title 5 septic system repairs and for tying into town sewer if a system has failed and tie-in is available. Qualifying household income level must be less than \$150,000. Ms. Melanie Phillips, Finance Director, stated this is the fourth time the Town would be offering it, noting that there was little interest previously but the current economy may attract more applicants (four calls so far). Ms. Bacon suggested it should be an annual warrant article.

Article 9 – Revise: Town Clerk Salary – This amount represents the increase specified in the contract with the Town Clerk, tethered to the negotiated salary increase in union contracts.

Article 10 – Salary Reserve Transfer: Collective Bargaining Agreement – It is noted that, after the transfer there will be roughly \$33,000 left in this account, which may not be sufficient to settle outstanding contracts.

Article 11 – Retained Earnings Transfer: Solid Waste Enterprise Fund – related to collective bargaining.

Article 12 – Retained Earnings Transfer: Sewer Enterprise Fund – related to collective bargaining.

Article 13 – Retained Earnings Transfer: Water Enterprise Fund – related to collective bargaining.

Article 14 – Retained Earnings Transfer: EMS Fund – related to collective bargaining and to fund salary differential to increase position to lieutenant.

Article 15 – Transfer: Main Street Water Main Replacement Project – Mr. Tom Holder, Director, Department of Public Services, stated this is a repurposing of surplus funds from water tank project. Funds can be transferred to another water project, which was the replacement of the water main on Main Street and West Street. Tom distributed a photo of ledge encountered during main replacement. Four change orders which increased the contract price by \$28,000. Gas line located on top of the water pipe so could not replace that water pipe. Discussion followed.

Article 16 – Transfer Unexpended Balances: HVAC Upgrades Fire Station and Town Hall – Mr. Holder stated the original funds were for HVAC units at the public library, and this will repurpose the balances for HVAC units at the Fire Station and Town Hall. At the Fire Station, units will provide heat to the downstairs office, and air conditioning to Chief Lynch’s office. These units will provide heat and air conditioning to both of those offices. At Town Hall, the office for the Director of Information Technology and the computer server room will benefit from air conditioning.

Article 17 – Free Cash Transfer: War Memorials – no question.

Article 18 – Appropriation: Athletic Field Maintenance -- It is noted that the Department of Public Services and the School Department will work together to put together a summary of scope and estimated costs. Brief discussion followed on budgeting, Chapter 70 funds, and timeline (until June 30 2013). Noting that this involved only the grass fields at the high school, Mr. David D’Amico, Deputy Director, Department of Public Services, explained that funds originally on account for the field maintenance was taken away during a previous period of economic strife, and it has never been rectified.

Article 19 – Free Cash Transfer: Trane Debt Service -- For the benefit of new Finance Committee members, Selectman John Foresto provided a brief explanation of the ESCO Stabilization Fund.

Article 20 – Transfer: Medway High School Baseball Field Drainage Repairs – This is a repurposing of funds to correct inadequate drainage existing from the original construction of the baseball field at Medway High School. Ms. Melanie Phillips, Finance Director, clarified that the wording of the article allows for the possibility that other problems will be discovered when the drainage is being repaired; otherwise another article will be necessary for any new issues. Selectman Crowley noted that the delay in presenting these articles from several years ago is tethered to the litigation between the contractor and the Town. Discussion followed.

Article 21 – Borrowing: Thayer Property Renovation – Mr. Frank Rossi stated that the Community Preservation Committee has yet to sign off on this article, adding that the group will be meeting again before Fall Town Meeting. Selectman John Foresto and Mr. Dan Hooper, both members of the Thayer Development Group, briefly spoke about the Thayer project. Mr. Hooper indicated a dollar amount may be available in time for Fall Town Meeting. Discussion followed.

Article 22 – Free Cash Transfer: Parks and Recreation Study – It is noted that the Parks Master Plan project went out to bid with an October 18th deadline. Mr. Holder clarified that there is presently 55 acres of property that can be used to passive recreation, and this plan will evaluate all the Town’s properties. He explained how the bid opening process will work in the review committee, and is optimistic that it can be completed before Fall Town Meeting so that an estimated cost can be included in the article.

Article 23 – Amendment: Interest Rate on Deferred Property Taxes – Ms. Phillips briefly explained that the current practice has no defined structure, which causes the rate to change every year. This will establish a fixed rate, making it easier for residents and their financial planning.

Article 24 –Adjustment: Community Preservation Fund Statutory Set-Aside -- no questions.

Article 25 – Free Cash Transfer: Massachusetts Appeals Court Ruling -- Verizon won a lawsuit against the Town on appeal, and this represents the interest due. It was noted that the principal amount may be paid from the overlay account, but the interest cannot.

Article 26 – Amend General By-Laws: Settlements – Surrounding communities were surveyed for their claim settlement practice, and revealed that the Town of Framingham allows the Board of Selectmen to settle claims up to \$25,000 without Town Meeting approval; similarly, the Town of Sherborn allows its Board of Selectmen to settle claims up to \$100,000. In both cases, this is possible only if funds are available to pay the settlement; otherwise, Town Meeting appropriation is necessary.

Article 27 – Approve: Police Department Mutual Aid Agreement – Police Chief Allen Tingley stated this enables the Medway Police Department the ability to combine with 49 other towns from which aid could be obtained, and provide aid to those communities in return. It also extends their jurisdiction into those communities to apprehend felons where currently they are not able to cross into those communities to do so.

Chairman O’Neill thanked everyone for attending and being available for questions.

Reports:

Due to the lengthy discussion on the Fall Town Meeting Warrant, Chairman O’Neill postponed the Chairman’s Report until the next meeting.

Approval of Minutes:

Due to the lateness of the hour, review of the minutes from September 12, 2012 was postponed to the next meeting.

Upcoming Meetings:

The next meetings of the Finance Committee are as follows:

- Wednesday, October 24 – Public Hearing for 2012 Fall Town Meeting followed by a regular meeting of the Finance Committee -- Sanford Hall. It was noted that there will **not** be a meeting on Wednesday, November 14, the regular meeting night.
- Tuesday, November 13 -- Pre-Town Meeting – High School
- Wednesday, December 12, 2012 – Sanford Hall

**At 9:27 PM Mr. Frank Rossi moved to adjourn; Mr. Jim Sheehan seconded. No discussion.
VOTE: 6-0-0.**

Respectfully submitted,
Jeanette Galliardt
Night Board Secretary