



Town of Medway  
**FINANCE COMMITTEE**  
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**October 9, 2013 – 7:00 PM**  
**Sanford Hall**  
**155 Village Street**

Present: Chairman Jeff O'Neill; Frank Rossi, Vice-Chair; Barry Schroeder, Clerk; Members: Todd Alessandri; Christine Devine, Meghan Hoffman (7:16 PM), Chris Lagan, Neil Kennedy and Jim Sullivan.

Also Present: Suzanne Kennedy, Town Administrator; Melanie Phillips, Finance Director; John Foresto, Selectman; Rich Boucher, Director, Information Technology.

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There being a quorum present, Chairman O'Neill called the meeting to order at 7:00 PM.

**Review – Fall Town Meeting Warrant:**

*The Committee reviewed a draft Fall Town Meeting Warrant, updated as of October 9, 2013.*

Article 16 – Repurpose Monetary Article: GPS System – Mr. Rich Boucher stated the balance is coming from a 2012 article that provided upgraded radios to police, fire and the Department of Public Services. He clarified that this particular article would provide GPS tracking for staff as well as town vehicles as they are dispersed throughout the community. Some staff members such as the Conservation Agent, Health Agent and Building Inspector perform duties alone in remote areas of town or in questionable circumstances as well as DPS vehicles and snow plows. This device, known as an OBD (On Board Data) device, plugs into a port in the car and sends a signal back to the base unit.

Utilizing an interactive program, Mr. Boucher demonstrated how an administrative login into program can show where each vehicle is on a map. Clicking on the spot will indicate the last time they "checked in" and also track that person's route and previous locations. A playback function actually runs the route that was taken to get to each check-in point and at what speed. The device tracks typical maintenance for the vehicle such as oil changes, on board alerts, etc.

Cell phones were being used to track vehicles, but it often depended on whether the phone was in a dead zone or whether the phone lost service. These devices are much more dependable. There is an

“app” that will tie a cell phone to the system so if someone is injured in the woods, for example, they can transmit their location.

Mr. Boucher reported that this device is being considered for installation in 30 municipal vehicles, noting there are different models of the device, depending on age of each vehicle. The plan is to start with a small group of vehicles to make sure the system works the way they want. AT&T is the parent company, subcontracted out to Telenav. It would be a three-year program, though the minimum contract period of 12 months. After that initial contract period, it is a month-to-month commitment.

Mr. Chris Lagan asked where the funds would come from in future years. Ms. Kennedy responded that it will be built into the annual budget. Mr. Lagan wondered why the Town needs this kind of program. Ms. Kennedy responded that female employees are going alone into construction areas or into the woods. The Building Inspector recently fell through ceiling rafters and was injured. If he had this device in his vehicle and he had been more seriously injured, the program would have revealed that his vehicle was stationary and had not moved in some time. Someone could check the program to see where he was if he had not reported in and help could be sent. Ms. Kennedy emphasized that the safety and security of those individuals is important. Aside from those individuals, there is a need to track DPS vehicles to render more efficient customer service as well as employee accountability. Discussion followed.

Selectman John Foresto suggested that it could be viewed as another level of information that management can use to assess staff performance. Discussion followed. Administrative accounts would be created for department heads as well as IT for monitoring. Alert signals can be set up if a vehicle enters an unauthorized area.

Mr. Jim Sullivan asked if there could be a report at the end of one year to see how well it performed and the benefits to the Town. It would help the residents understand the value of the system. Mr. Lagan expressed concern that if the report is not automatic, we may forget to ask for it. Because it is being considered as a recurring expense, he suggested that the matter merits closer scrutiny. Chairman O’Neill pointed out that this system will not prevent someone from being injured. Ms. Kennedy emphasized that it is a way to locate someone who has not reported back from a site visit, and their location and condition would otherwise be unknown. It was noted that, if approved, the system could be put into use within 30 days or shortly thereafter.

Article 1 – Amendment Annual Authorization: Council on Aging Revolving Account: This funding pays for the senior busses to shuttle people to train station and other transportation, and this article increases the spending limit.

Article 2 – Lease for Fire Station Solar Installation: Ms. Kennedy provided a brief summary of the solar program. Due to increased participation from the Town and community at large, the Town is at the highest level of return. The Town has executed a three-year contract with the firm. She noted that the BOS cannot enter into an initial contract for longer than a three-year period without Town Meeting action.

Article 3 – Lease for McGovern School Solar Installation: Ms. Kennedy summarized the existing solar panel installations at the schools, noting that this article is a placeholder relative to the net metering initiative. The state has changed some of the criteria regarding “credits”; Selectman Foresto stated the Town has been working on this program for nearly a year. Ms. Kennedy stated this is the first step in the McGovern School getting on board with a solar installation. Mr. Neil Kennedy suggested adding a

clause in the contract relative to the suitability of the roof and the contract going forward. Discussion followed.

Article 4 – Land Acquisition: Wickett Property: This purchase has been actively considered for the past two years, but, as yet, there is not an appraisal. There have been a variety of differing engineering plans that featured questionable boundaries on differing combinations of parcels, which has been problematic in determining whether or not the Town wanted to move forward. Selectman Foresto pointed out that this article will need a positive recommendation from the Community Preservation Committee (CPC) before it moves to Town Meeting floor. An appraisal is needed before the CPC can vote on it. He indicated that the general consensus of the Board of Selectmen is that it would be good land for walking trails, if the price was right.

Article 5 – Approval of PILOT: Broadway Renewable Strategies, LLC: Ms. Kennedy indicated this article should be removed, noting that there is no basis upon which the facility (schools) can be exempted from paying taxes. Town Counsel has researched state statutes to check the validity of the PILOT agreement (Payment In Lieu of Taxes).

Article 6 – Free Cash Appropriation: Energy Committee Activities: Ms. Kennedy summarized that the Energy Committee neglected to respond to any requests for budget preparation and therefore did not receive any monies for this fiscal year. It is likely that this article will be deleted.

Articles 7, 8 and 9 are all related to athletic fields. Article 8 is the meat of the process as a \$3.6 million program. One field will be built on the Adams Street property (Briggs), and an additional softball field built at the high school. Selectman Foresto reported that the state modified the CPA program to say that development of athletic fields could be funded by CPA funds with the exception of synthetic turf fields. Brief discussion followed.

Article 9 is related to Article 8 because CPA money cannot be used for synthetic fields so the Town must appropriate it. Concern was expressed that this was being rushed; it was noted that there is an expectation that the fields could be ready for use by next summer.

Article 10 – Free Cash Appropriation: Library Items: These funds will help extend library hours so that the meeting rooms can be used more and monitor use of computers, as well as repairs, books, and other materials. Discussion followed on whether the full \$20,000 would be carried over as part of the annual budget and how spending at the Medway Public Library compares to surrounding communities.

Article 11 – Free Cash Appropriation: Comprehensive Zoning Review: Ms. Kennedy indicated that there are too many changes to the Zoning Bylaw each year and theorized that a one-time comprehensive update might be better. The Planning Board supports this proposal. Ms. Kennedy confirmed that an independent reviewer would be sought. The last comprehensive review was over ten years ago.

Article 12 – Salary Reserve Transfer: Police Union Contract: No comments.

Article 13 – Salary Reserve Transfer: Conservation Budget: No comments.

Article 14 – Sewer Retained Earnings Transfer: Debt Service: Ms. Kennedy stated the Board of Selectmen has approved it, but has requested additional information. Ms. Melanie Phillips, Finance

Director, explained how debt service works and how this article will change where the debt service costs will come from.

Article 15: Establish Sewer Betterment Stabilization Fund: No comments.

Article 17: Transfer Capital Borrowing: Middle School Renovation: Ms. Kennedy stated that the Town Accountant wants to combine the two original articles for this project, more of a housekeeping issue. The balance of remaining funds cannot be returned to the Town until an audit is completed by the School Building Administration.

Article 18: Amend By-Law: CPA Tax Period: No comments.

Brief discussion followed on the public hearing and scheduling a regular meeting immediately afterward to make final recommendations. It was decided to hold the public hearing on Wednesday, October 23, at 7 PM. Fall Town Meeting is scheduled for November 18, 2013.

**Liaison Reports:**

Jim Sullivan asked for a contact for Planning and Economic Development Board as Claire O'Neill is no longer employed with the Town.

November 19 will be a joint meeting with the Board of Selectmen and School Committee to review the realigned budget. The meeting will be held in the Middle School Presentation Room.

**Approval of Minutes:**

*The Committee reviewed draft minutes from September 11, 2013.*

**Mr. Frank Rossi moved to approve the minutes of September 11, 2013, as amended; Ms. Meghan Hoffman seconded. No discussion. VOTE: 9-0-0.**

**Chairman's Report:**

Chairman O'Neill reminded everyone that Taste of Medway was soon to occur at the Thayer House.

**Next Meetings:**

The public hearing relative to Fall Town Meeting will be held on Wednesday, October 23, at 7 PM. The next regular monthly meeting of the Finance Committee will be November 13 at 7:00 PM.

**At 8:40 PM Ms. Meghan Hoffman moved to adjourn; Mr. Todd Alessandri seconded. No discussion. VOTE: 9-0-0.**

Respectfully submitted,  
Jeanette Galliardt  
Night Board Secretary