



Town of Medway
FINANCE COMMITTEE
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March 13, 2013 – 7:00 PM
Sanford Hall
155 Village Street

Present: Kevin Dickie, Vice-Chair; Chris Lagan, Clerk; Members: Meghan Bernardo, Christine Devine (left at 7:25 PM), Frank Rossi, and Barry Schroeder.

Absent: Jeff O'Neill, Chairman; Neil Kennedy; Jim Sheehan.

Also Present: Capital Improvement Planning Committee: Peter Sigrist, Tom Anderson, Jim Gillingham.

There being a quorum present, Vice-Chair Dickie called the meeting to order at 7:01 PM.

CIPC Presentation:

The Committee reviewed a document entitled Town of Medway – FY2013 Certified Free Cash Usage.

The Capital Improvement Planning Committee distributed its most recent list of recommendations. Mr. Peter Sigrist stated the items beginning with fire equipment on the ATM list were new items, noting that the rest were included on previous lists.

Additionally, some things are no longer on the list, including the tanker truck for the fire department to serve those areas of town without hydrants. It was removed from the free cash list and put into a bond warrant article. Six items from Water and Sewer Department, relative to water main projects, will be funded out of enterprise funds. As the financing is still unclear, it is not known if the warrant article has to include completion of the projects or only the design phase. \$2.2 million is the estimated total for three projects. It was noted that the funding for the Highland Street water main project is for only the construction as the design phase has already been completed. It is unknown at this time which projects are going to move forward.

Discussion followed on bidding process, necessity for tanker truck, updates to station house behind Town Hall, relocation of fire equipment, and staggered equipment replacement Town-wide. Regarding equipment replacement, Ms. Christine Devine suggested a 3- or 5-year plan for each department would

be very helpful for budget forecasting. For the Fire Department, CIPC would like to see a staggered schedule of equipment replacement for hoses, valves and other degradable pieces of equipment.

Regarding Information Technology, it was noted that there is a certain percentage of equipment that goes "obsolete" every year, mostly desktop units, but it is hard to anticipate. Often it is software upgrades that figure prominently. Vice-Chair Dickie asked for a breakdown of equipment provided to the Town and to the schools. Mr. Sigrist estimated that four-fifths of the computer equipment purchased last year went to the schools.

Mr. Chris Lagan asked about the \$700,000 for road/bridge/sidewalks. Mr. Sigrist noted that a lot of sidewalks have been worked on this year. The original listing did not include bridge work, but anticipated work on the bridge to Franklin has since been added.

Discussion followed on other items such as wing mower, trauma plates (bullet-proof vests), school exterior doors, centralized operations center, and Cassidy Field Bathroom Facilities. The Cassidy Field project is estimated at \$15,000 to design and \$30,000 to install the sewer line; the work on the bathroom building itself will be done by the Medway Baseball. The last three items -- school van, security and parking lot -- were originally going to be funded out of the school budget, but the Board of Selectmen opted to reduce their budget and process these requests through the CIPC process.

The following question was posted: Is the arbor beautification project a capital issue or a Finance Committee matter? Mr. Chris Lagan responded that it would be a capital item as the Finance Committee Reserve Fund is earmarked for emergencies or unanticipated expenses. Brief discussion followed.

Mr. Lagan asked the CIPC if it was comfortable with the list as it stands today. Do they think it is the best use of the Town's free cash? Mr. Peter Sigrist responded yes. Mr. Jim Gillingham stated they met with a lot of departments and tried to work with the items deemed priority by each department. Brief discussion followed. The CIPC recommendations will be finalized at its meeting on Thursday, March 14.

Committee members complimented the CIPC on their hard work and diligence.

Clerk's Report:

The Committee reviewed a Budget Report, prepared by Mr. Chris Lagan, Clerk.

Mr. Lagan reported that the Finance Committee is in good standing, noting that the \$40,000 transferred out for the Fire Department was replaced by Special Town Meeting action.

Miscellaneous Discussion/Liaison Reports:

In the absence of Chairman O'Neill, Vice-Chair Dickie reviewed a number of matters relative to Annual Town Meeting and FY14 Budget:

- It is anticipated that the school budget should be released tomorrow.
- A copy of the Annual Town Meeting Warrant has been requested from the Town Administrator.
- Board of Selectmen will be meeting with various departments relative to their FY14 budgets over the next couple of weeks.
- April 3 is the deadline for Finance Committee liaison reports for the Town Meeting Booklet:
 - a) Report of the Finance Committee – Jeff and Kevin

- b) Education subcommittee – Christine and Jeff
 - c) General government subcommittee—Frank
 - d) Public Works subcommittee – Chris
 - e) Public Safety – Barry
 - f) Health and Human Services – Neil
 - g) CIPC – Meghan
- April 3 is a joint meeting of the Board of Selectmen, Finance Committee and School Committee.
 - April 10 is the Finance Committee public hearing followed by regular monthly meeting.

Vice-Chair Dickie encouraged members to meet with their groups before April 1.

Mr. Lagan asked that all questions for the Department be emailed to him and he will put together a list for Tom Holder.

General Business:

The committee reviewed draft meeting minutes from February 13, 2013 (both Public Hearing and regular meeting) and February 25, 2013 (pre-Special Town Meeting).

Mr. Chris Lagan moved to approve the minutes of February 13, 2013 (Public Hearing), as amended; Ms. Meghan Bernardo seconded. No discussion. VOTE: 4-0-1 – Schroeder abstain.

Mr. Chris Lagan moved to approve the minutes of February 13, 2013 (Regular Meeting); as amended; Ms. Meghan Bernardo seconded. No discussion. VOTE: 4-0-1 – Schroeder abstain.

Mr. Frank Rossi moved to approve the minutes of February 25, 2013, as drafted; Mr. Chris Lagan seconded. No discussion. VOTE: 5-0-0.

Upcoming Meetings:

The Finance Committee will meet on Wednesday, March 27, 2013, in Sanford Hall to review the Annual Town Meeting Warrant and FY14 Budget, if they are available.

There will be a joint meeting of the Board of Selectmen, Finance Committee and the School Committee on Wednesday, April 3, 2013, in the Medway High School Library to review the FY14 Schools Budget.

The next regular monthly meeting of the Finance Committee will be held at 7:00 PM on April 10, 2013 in Sanford Hall, 155 Village Street.

Vice-Chair Dickie encouraged members to attend the School Committee Public Hearing tonight beginning at 7:30 PM.

At 8:11 PM Ms. Meghan Bernardo moved to adjourn; Mr. Chris Lagan seconded. No discussion. VOTE: 5-0-0.

Respectfully submitted,
Jeanette Galliardt
Night Board Secretary