



Town of Medway
FINANCE COMMITTEE
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March 27, 2013 – 7:00 PM
Sanford Hall
155 Village Street

Present: Chairman Jeff O'Neill; Kevin Dickie, Vice-Chair; Chris Lagan, Clerk; Members: Meghan Bernardo, Christine Devine, Frank Rossi, Barry Schroeder (left at 8:19 PM), Jim Sheehan.

Absent: Neil Kennedy.

Also Present: Suzanne Kennedy, Town Administrator; Selectman Dennis Crowley; Selectman John Foresto (8:10 PM).

There being a quorum present, Chairman O'Neill called the meeting to order at 7:02 PM.

Discussion – Review of 2013 Special Town Meeting Warrant:

The Committee reviewed a 2013 Special Town Meeting Warrant, undated.

Article 1 – Appropriation: Snow and Ice Deficit – Ms. Kennedy reported that the Board of Selectmen opted to allow \$100,000, primarily to purchase materials for next year as they are less expensive now.

Article 2 – Appropriation: OPEB Trust Account – Ms. Kennedy theorized that, while there should be a dedicated source of funding, there is not one at this time, which may have an impact on the Town's rating. This is the unexpended balance from the Norfolk County Retirement Expense Account

Article 3 – Budget Transfer to Assessor Revaluation Article – Ms. Kennedy briefly explained that this money is used to secure consultants to assist in more advanced appraisals.

Article 4 – Prior Year Bills – No discussion.

Article 5 – Salary Reserve Appropriation: Police Contract -- Ms. Kennedy anticipates the Memorandum of Agreement to be approved in the next week or so. This amount represents the anticipated salary increases reflected in the new contract/agreement.

Article 6 – Free Cash Appropriation: Police Contract -- Also relative to police contract, for items other than salary.

Article 7 – Transfer: Solid Waste Enterprise – This amount reflects the cost of processing increased tonnage.

Discussion – Review of 2013 Annual Town Meeting Warrant:

The Committee reviewed the 2013 Annual Town Meeting Warrant, Version 11, dated 3/26/13).

Article 1 – ESCO Stabilization Reserve Transfer: FY14 Operating Budget – The impact of this article is to offset debt service.

Article 2 – Transfer from Operation Stability Reserve – These funds will support overtime to facilitate Fire Department training to get all staff trained in Advanced Life Support (ALS).

Article 3 – Appropriation: FY14 Operating Budget – This article will be discussed later.

Articles 4 through 7 -- Water Enterprise Fund, Sewer Enterprise Fund, Solid Waste Enterprise Fund, and Ambulance Enterprise Fund for FY14 – No discussion.

Article 8 – Free Cash Appropriation: Capital Items – These items were agreed upon by both the Board of Selectmen and the Capital Improvement Planning Committee. It was noted that Finance Committee would like a breakdown of Fire Department equipment purchases, Information Technology purchases and a list of unexpended account balances on previous TM articles.

Article 9 – Borrowing: Capital Item – Fire Department – Brief discussion on the merits of tanker truck, on-call staff availability, manpower necessary to fill pumper trucks (which pulls them off fighting a fire), deficit financing, certification standards, response times, long-term strategic planning, ALS vs. BLS billing, equipment sharing, non-hydrant areas of town, and the possibility of postponing this purchase until Fall Town Meeting.

Article 10 – Borrowing: Capital Item – Water Enterprise --No questions.

Article 11 – Borrowing: Capital Projects -- Water Enterprise – It was noted that the bonding is approved in two phases by the Board of Selectmen and the Department of Revenue. Brief discussion followed on the priority of streets.

Article 12 – FY14 Capital Budget: Sewer Enterprise – This article is specifically targeted at improvements relative to Chicken Brook which should increase water capacity by approximately 50,000 gallons per day by preventing leaks.

Article 13 – Special Appropriation: Library – Brief discussion on library programs, implementation of new programs, staffing, etc., noting that the funds would likely come from the general fund.

Article 14 – Appropriation: Medway 300 – These was brief discussion on scheduled events.

Article 15 – Appropriation: Parks/Recreation/Open Space Master Plan – Ms. Kennedy reported that this article would be discussed at the Board of Selectmen meeting on April 1, and will likely be removed. If removed, the funds will likely be directed toward an increase in the DPS budget.

Article 16 – Appropriation for Heating/HVAC: Unexpended Balances of Monetary Articles – These funds will help establish a zoned system for Town Hall to help regulate heating and air conditioning to reduce energy consumption and related expenses.

Article 17 – Appropriation for Fire Station Dormitory: Unexpended Balances of Monetary Articles – These funds will cover costs to establish resting quarters for firefighters.

Article 18 – Revolving Accounts: Annual Authorization – It was noted that there was a small increase in the GATRA allowance.

Article 19 – Appropriation: Community Preservation Committee – No questions.

Article 20 – Net-Metering Agreement – Ms. Kennedy briefly explained how net-metering works, noting she is in the process of gathering more information.

Article 21 – Accept Mass. General Law: C. 59, s. 5, subsection 54 – Personal Property – This will eliminate collection and postage costs.

Article 22 – Create Redevelopment Authority – It is the recommendation of the Economic Development Specialist that the best way to gain property is through eminent domain. This authority will be in charge of creating a policy for redeveloping areas. In this case, it would be the Oak Grove project. Brief discussion followed.

Article 23 – Sewer Easement – This would allow an Oakland Street resident with a failed septic system to connect to Town sewer by establishing an easement across Town Property, specifically the Senior Center at 76 Oakland Street.

Articles 24 through 31 will be reviewed at another meeting; most are zoning articles.

Preliminary Review -- FY14 Budget:

The Committee reviewed the following information: (1) Document entitled “Town of Medway – General Fund FY14 Budget Tracking”, dated 3/27/2013; and (2) Document entitled “Town of Medway – General Fund”, dated 3/27/13, reflecting changes made this week.

Ms. Christine Devine reported that the School Committee meeting is coming up. She expressed concern for a few areas within the school budget, i.e., the circuit breaker fund, school choice fund, staffing solutions, and other areas. Brief discussion followed on the overall school budget, capital improvement projects and adherence to the Board of Selectmen Budget Policy which is issued in the fall before the budget season begins.

Brief discussion followed on the following areas:

- Board of Selectmen – the increase reflects the Town’s contract with the Town Administrator.

- Human Resources – reflects costs for advertising and hiring new Town Administrator to overlap with Ms. Kennedy for 2-3 months.
- Information Technology expenses – this amount covers all software licenses.
- “Salaries” does not include benefits, which are listed in the Unclassified section.
- Board of Health – This reflects an increase of 4 hours. Ms. Kennedy classified that the Health Agent no longer has an administrative assistant, and is doing work of two people. This will also fund participation of the regional health nurse.
- Parks Department – This includes the \$30,000 appropriated at Fall Town Meeting for a limited number of activities.
- Brief discussion of stabilization accounts.
- Brief discussion on proposed work on the Sanford Street Bridge.

Miscellaneous Discussion:

The next meeting is Wednesday, April 3, with the Board of Selectmen and School Committee. It is anticipated that budget books will be ready then.

The Finance Committee hopes to meet with the Department of Public Services and other groups before making recommendations on the Town Meeting Warrant and the FY14 budget.

Chairman O’Neill reminded members that liaison reports for the Town Meeting Booklet are due April 3.

The public hearing for Annual Town Meeting is on April 10, and the regular monthly meeting will follow the hearing.

The Board of Selectmen recommendations on the warrant and other pertinent information from Monday’s Board of Selectmen meeting will be sent to Chairman O’Neill on Tuesday.

Regarding transmission of the Town Meeting Warrant, Ms. Kennedy stated she would like to notify residents via a postcard that they can access the Warrant online, and that they have to specifically request a hard copy if they prefer one. Several hundred hard copies will be made available at selected locations such as post office, senior center and Town Clerk. Distributing the Warrant this way will save the Town significant money in printing and postage costs. Discussion followed.

Mr. Frank Rossi moved that the Town Administrator send postcards to all households that the Town Meeting Warrant be transmitted electronically and hard copies must be requested; Ms. Christine Devine seconded. No further discussion. VOTE: 7-0-0.

Selectman Foresto stated the Medway 300 committee will forward proposed designs for the cover of the booklet to Chairman O’Neill.

At 9:26 PM Mr. Kevin Dickie moved to adjourn; Ms. Meghan Bernardo seconded. No discussion. VOTE: 7-0-0.

Respectfully submitted,
Jeanette Galliardt
Night Board Secretary