



Town of Medway  
**FINANCE COMMITTEE**  
155 Village Street  
Medway MA 02053

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**April 10, 2013 – 7:00 PM**  
**Sanford Hall**  
**155 Village Street**

**Public Hearing and Regular Meeting**

Present: Chairman Jeff O'Neill; Chris Lagan, Clerk; Members: Meghan Bernardo, Christine Devine (arrived 7:42 PM), Neil Kennedy, Frank Rossi, Barry Schroeder, and Jim Sheehan.

Absent: Kevin Dickie, Vice-Chair.

Also Present: Suzanne Kennedy, Town Administrator; Susy Affleck-Childs, Planning and Economic Development Coordinator; Jeffery Lynch, Fire Chief; Allen Tingley, Police Chief; Rich Boucher, Director, Information Technology Services; Selectman Dennis Crowley; Tom Holder, Director, Department of Public Services; Melanie Phillips, Finance Director; Deb Trindade, School Committee; David D'Amico, Deputy Director, Department of Public Services.

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At 7:00 PM Chairman O'Neill convened a public hearing for the purpose of hearing public input relative to either the Special Town Meeting Warrant or Annual Town Meeting Warrant for May 13, 2013. Copies of the each warrant were available. It was noted that both warrants were also posted on the Town's website.

At this time, Chairman O'Neill asked if there was any input from the public on any of the articles in either the Special Town Meeting Warrant or the Annual Town Meeting Warrant. There was none.

**At 7:05 PM Mr. Neil Kennedy moved to close the public hearing; Mr. Barry Schroeder seconded. No discussion. VOTE: 7-0-0.**

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At 7:06 PM, Chairman O'Neill called the regular monthly meeting of the Finance Committee to order.

**Final Discussions – 2013 Annual Town Meeting Warrant and Proposed FY14 Budget:**

At this time, discussion followed with the Town Administrator, Fire Chief, Planning and Economic Development Coordinator and Director of Public Services relative to 2013 Annual Town Meeting Warrant and Proposed FY14 Budget and any questions from the Finance Committee.

**Zoning Articles – Ms. Susy Affleck-Childs, Planning and Economic Development Coordinator:**

Article 25 – Street acceptance in the Meadows subdivision, and Article 26 – Street acceptance for Claybrook II subdivision. She explained that this is an effort to focus on a couple of projects every year. The public hearing on this matter was held with the Board of Selectmen on April 1. She is now ready to recommend them for acceptance.

Article 27 – Zoning Map Revision: ARII to Commercial V – Using a PowerPoint slide, Ms. Affleck-Childs pointed out how the change would impact the existing zoning districts. She clarified that the tax rates for the newly-zoned properties will not change, but this change creates some opportunity for those properties to be developed as commercial entities in some way.

Article 28 – Zoning Map Revision: Commercial IV – This article cleans up the boundaries of zoning districts to coincide with parcel boundaries. [It is noted that the Board of Selectmen voted TBD pending outcome of hearing next week]

Article 29 – Amend Zoning Bylaw: Parking Regulations – Section V. Use Regulations, Sub-Sections B & H – This consolidated section of the bylaw will clarify ambiguities, including a table that provides at-a-glance information. A major change this puts forth is to change the way the standard is determined, i.e., gross vs. net square footage, and proposes using a net square footage calculation. It is hoped that this change will provide some incentive to increase development in existing business districts. A Special Permit process would allow shared parking between adjacent properties whose business hours are not the same.

Article 30 – Amend Sign Bylaw – This is a minor tweak to the existing bylaw, allowing a tenant in an end unit of a multi-unit building to have two signs to be visible from different directions.

Article 31 – Amend Zoning Bylaw: Medical Marijuana Treatment Centers – Section V. Use Regulations, add Sub-Section BB – To allow until June 2014 for communities to thoughtfully develop zoning initiatives for potential treatment centers in individual communities. Ms. Affleck-Childs briefly explained that they are not only dispensaries, but are in fact “seed to sale” enterprises. Does not feel that Medway will be getting many applications, but needs to be ready in case it does.

**Department of Public Services – Tom Holder, Director; and David D’Amico, Deputy Director:**

Article 33 – Capital Improvement Stability Fund Transfer: Field Tractor – Mr. Holder clarified that this tractor will be used for the new field maintenance duties, allowing the DPS to do the work in-house rather than outsourcing. Discussion followed. Selectman Crowley stated athletic groups expressed interest in having athletic fields lighted and emphasized that more fields, lighted or not, will become necessary over time.

Article 34 – Capital Improvement Stability Fund Transfer: Aerator – Mr. Holder stated this equipment, also relative to the new field maintenance duties, is designed to be pulled behind the tractor.

Article 35 – Capital Improvement Stability Fund Transfer: Cassidy Field Sewer Line – Mr. Holder explained the need for bathrooms at the field, noting the work on the bathrooms themselves will be

donated by athletic group. This article is coupled with Article 8 which provides for design services. This project is in early stages as the proposed location of the bathroom facility has not yet been determined.

Request for Transfer from the Reserve Fund – Snow and Ice, \$5,000.00 – Mr. Holder confirmed that the Snow and Ice expenses exceeded budgeted amount for this year. There were a number of icing events, and also had to hire a vendor to do some repairs. Chairman O’Neill asked how much was spent on procuring materials for next year. Mr. Holder responded that remaining budget funds reflected a combination of overtime salaries for overnight sanding and salting, equipment repair, and materials. Ms. Kennedy confirmed that the FY14 appropriation will be at \$425,000 and will not increase based on any additional funds secured for FY13.

Article 6 – Appropriation: FY14 Solid Waste Enterprise Fund -- Mr. Holder confirmed that there was increased tonnage in both solid waste and recycled materials, noting there was a downturn in the economy for selling the collected cardboard and paper. FY14 budget anticipates the current economic status. He suggested that the Town may use the recycling facility in Blackstone which reflects a slightly better price.

Article 11 – Borrowing: Capital Projects – Water Enterprise --- Mr. Holder stated the location of these pipe systems will improve water delivery to these areas of town. Presently there is no water pipe on Adams Street and this will create a loop system to provide water to the high school. There is a 20-year loan available at 2% interest, but in order to receive the loan, the Town has to appropriate the full amount at Town Meeting. He does not anticipate spending the money in a single year, but over three years or more, and the debt service costs will be spread out as well. Mr. Holder clarified that this amount includes design as well as construction.

Article 12 – Capital Item: Sewer Enterprise Retained Earnings -- This is the evaluation phase that will be performed next year. This \$75,000 will be used to install robotic cameras to evaluate leaks and other necessary repairs. When the Chicken Brook interceptor was originally evaluated, it was discovered that 50,000 gallons per day was going astray. It is possible that increased development will be impacting water capacity, and unless the leaks are repaired, new water connections may be denied.

Article 14 – Appropriation: Field Maintenance – Mr. Holder stated this money is for field reconstruction costs at the middle school. Various warrant articles address specific things as a first step in these duties. Some of it will be outsourced; some will be done with DPS staff. Mr. D’Amico added that \$25,000 would cover basic turf management services by a firm who specializes in this while DPS trains staff.

Article 23 – Sewer Easement – At no cost to the Town, this would allow the property owner at 76 Oakland Street to run a sewer connection across Town Senior Center property to connect to the Town sewer system.

Brief discussion followed on additional DPS staff, basically someone who would concentrate on right-of-way maintenance to keep the Town looking more presentable. It was proposed by the Board of Selectmen with the idea that recurring revenue will help to fund this person’s salary. As vacation time is discouraged during the plowing season of December-March, many warm weather tasks are not fully staffed because long-time staff members take their vacations during the spring and summer.

**Police Department – Allen Tingley, Police Chief:**

Article 4- Prior Year Bills (Special Town Meeting) – This amount was from a local restaurant that supplies food for prisoners, and they missed the deadline for submitting the invoice.

Article 8 – Free Cash Appropriation: Capital Items – It was noted that trauma plates are bulletproof vests. With regard to the Emergency Ops Center, it will be a permanent home for the new equipment to make it fully functional during emergency situations. Presently it is a room with random wires hanging from the ceiling.

Article 32 – Appropriation: Police Training – Chief Tingley stated the state has not been funding adequate training as it has in previous years. The department has to have training in CPR and firearms at least twice a year and at night in order to maintain qualifications. In recent years, he has been able to send officers to a collaborative, but member communities are withdrawing from the collaborative. He has had to supplement some training in-house to maintain training levels. This could possibly be an annual expense, depending on how state funding goes. Regarding the budget, there are no anticipated increases in staff.

**Information Technology – Richard Boucher, Director:**

Mr. Boucher briefly reviewed projected costs: \$250,000 included \$60,000 to finish projectors for Middle and Memorial Schools; \$155,000 for laptop and desktop replacements for both Town and school (100 units), noting that other replacements are on a staggered 5-year cycle; and remaining funds to purchase a variety of other equipment with 3-year service agreements. Additionally, there are costs associated with VTH (Virtual Town Hall), Novatime (timeclock management system), and MUNIS.

There are no proposed increases in staff on the Town side; the schools will be adding three people. One will be a dedicated technician, another for database support, and the last is a technology specialist to train staff on how to use equipment and software. Discussion followed. Mr. Boucher noted there is not much grant funding available at the present time. He showed charts depicting lifecycle averages for equipment as well as replacement cycle.

**Fire Department – Jeffery Lynch, Fire Chief:**

Chief Lynch briefly reviewed his request for additional staff to provide 24/7 coverage for ambulance runs, an increase up from 8 people to 12 people and reviewed recent expense requests for additional staff and equipment. As hoses failed during recent fires, he proposes to replace all or most of the fire hoses at the stations. Some hoses need to be replaced with larger sizes to improve water delivery. Responding to a question from Ms. Device, Chief Lynch indicated he would like to add personnel again next year to beef up the ambulance coverage. Increased ambulance calls require more coverage needs, and on-call firefighters are often working full time jobs outside the fire department. Requirements for various kinds of training may deter many potential applicants. Brief discussion followed. Chief Lynch utilized a PowerPoint presentation to demonstrate the need for a tanker truck, indicating the areas of Town that are not covered by fire hydrants, types of properties in those areas, estimated costs of various kinds of engines, purposes of a vacuum pump and related matters.

Mr. Chris Lagan wondered if the Town could take a comprehensive look at the need for a tanker truck over the course of this year before making a decision as it has been without one all these years. Chief Lynch noted that approach might work for something else, but there are 700 homes and other properties that are virtually unprotected. Selectman Crowley expressed concern that the Town may not have the funding available in future years and should take advantage of the current low interest rates. It was originally in the Free Cash list, but it was taken out and placed in a bonding article that can be spread over ten years. Chief Lynch stated he does not anticipate any other large equipment needs over the next few years.

Regarding the potential for a new station, Chief Lynch stated that new engines will not fit into the station behind Town Hall, and that will continue to be an issue. He added that town-wide infrastructure needs to be analyzed. This particular station is difficult to use because it is behind an active Town building where parking for those coming to Town Hall may impede engines getting to a fire. If there is a call specific to this area, the engine at this station will be the first to respond. It was noted that this station may have originally be built to serve in a temporary capacity. He invited members to come down to the station for a tour to see what is there and what may be needed.

Mr. Chris Lagan expressed concern that spending dollars today may take away from another need in the future (Fire vs. DPS). Ms. Kennedy reported that all departments have prepared a five-year capital plan which has been submitted to CIPC. Some issues have since been identified as a higher priority than some on that plan. Chief Lynch suggested that Engine 5 could be refurbished to fit into an existing building, if necessary, but it may not be the best investment for a 30-year-old truck. He concluded by stating the department cannot function efficiently without a tanker truck.

Article 2 – Transfer from Operational Stabilization Fund – This is a one-time expense to help fund the Fire Department training program, turn-out gear and related expenses for new hires, and will not appear in future year budgets.

Article 17 – Appropriation for Fire Station Dormitory and Shed Addition -- Unexpended Balances of Monetary Articles – Chief Lynch stated this was money left over from a roofing project. Now that the ambulance service will be covered 24/7, the firefighters need a place to rest between calls. This will also cover the cost of a new hot water system for showering, plus the addition of a storage shed at Station 1. The dormitory will be designed to accommodate both male and female staff.

Brief discussion followed on the expansion of the ambulance service, additional training to elevate EMT's to ALS standard (Advanced Life Support), additional salaries, increased revenue, improved service to the community.

**2013 Special Town Meeting and Annual Town Meeting – Final Preparations** including Finance Committee recommendations

Article 1 – Appropriation: Snow and Ice Deficit – **Mr. Chris Lagan moved to approve Article 1; Ms. Meghan Bernardo seconded. No discussion. VOTE: 8-0-0.**

Article 2 – Appropriation: OPEB Trust Account – **Ms. Meghan Bernardo moved to approve Article 2; Mr. Jim Sheehan seconded. No discussion. VOTE: 8-0-0.**

Article 3 – Budget Transfer to Assessor Revaluation Article – **Mr. Barry Schroeder moved to approve Article 3; Ms. Meghan Bernardo seconded. No discussion. VOTE: 8-0-0.**

Article 4 – Prior Year Bills – **Ms. Meghan Bernardo moved to approve Article 4; Mr. Barry Schroeder seconded. No discussion VOTE: 8-0-0.**

Article 5 – Salary Reserve Appropriation: Police Contract -- **Ms. Meghan Bernardo moved to approve Article 5; Mr. Barry Schroeder seconded. No discussion VOTE: 8-0-0.**

Article 6 – Free Cash Appropriation: Police Contract – Ms. Meghan Bernardo moved to approve Article 6; Mr. Barry Schroeder seconded. No discussion VOTE: 8-0-0.

Article 7 – Transfer: Solid Waste Enterprise – Ms. Meghan Bernardo moved to approve Article 7; Mr. Barry Schroeder seconded. No discussion VOTE: 8-0-0.

**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 – Ms. Meghan Bernardo moved to approve Article 1; Mr. Neil Kennedy seconded. No discussion. VOTE: 8-0-0.

Article 2 – Transfer from Operation Stability Reserve – Mr. Jim Sheehan moved to approve Article 2; Ms. Meghan Bernardo seconded. No discussion. VOTE: 8-0-0.

Article 3 – Appropriation: FY14 Operating Budget – Ms. Meghan Bernardo moved to approve Article 3; Ms. Christine Devine seconded. No discussion. VOTE: 8-0-0.

Article 4 – Appropriation: FY14 Water Enterprise Fund – Ms. Meghan Bernardo moved to approve Article 4; Ms. Christine Devine seconded. No discussion. VOTE: 8-0-0.

Article 5 – Appropriation: FY14 Sewer Enterprise Fund – Mr. Chris Lagan moved to approve Article 5; Ms. Meghan Bernardo seconded. No discussion. VOTE: 8-0-0.

Article 6 – Appropriation: FY14 Solid Waste Enterprise Fund – Ms. Meghan Bernardo moved to approve Article 6; Ms. Christine Devine seconded. No discussion. VOTE: 8-0-0.

Article 7 – Appropriation: FY14 Ambulance Enterprise Fund – Mr. Chris Lagan moved to approve Article 7; Ms. Meghan Bernardo seconded. No discussion. VOTE: 8-0-0.

Article 8 – Free Cash Appropriation: Capital Items – Ms. Meghan Bernardo moved to approve Article 8; Ms. Christine Devine seconded. No discussion. VOTE: 8-0-0.

Article 9 – Borrowing: Capital Item – Fire Department – Ms. Meghan Bernardo moved to approve Article 9; Mr. Neil Kennedy seconded. No discussion. VOTE: 8-0-0.

Article 10 – Borrowing: Capital Item – Water Enterprise -- Ms. Meghan Bernardo moved to approve Article 10; Mr. Neil Kennedy seconded. No discussion. VOTE: 8-0-0.

Article 11 – Borrowing: Capital Projects -- Water Enterprise – Ms. Meghan Bernardo moved to approve Article 11; Ms. Christine Devine seconded. No discussion. VOTE: 8-0-0.

Article 12 – FY14 Capital Budget: Sewer Enterprise – Ms. Meghan Bernardo moved to approve Article 12; Ms. Christine Devine seconded. No discussion. VOTE: 8-0-0

Article 13 – Special Appropriation: Library – Mr. Jim Sheehan moved to approve Article 13; Ms. Christine Devine seconded. No discussion. VOTE: 8-0-0.

Article 14 – Appropriation: Medway 300 – Ms. Meghan Bernardo moved to approve Article 14; Ms. Christine Devine seconded. No discussion. VOTE: 8-0-0.

Article 15 – Appropriation: Parks/Recreation/Open Space Master Plan – Mr. Chris Lagan moved to approve Article 15; Ms. Meghan Bernardo seconded. No discussion. VOTE: 8-0-0.

Article 16 – Appropriation for Heating/HVAC: Unexpended Balances of Monetary Articles – Mr. Jim Sheehan moved to approve Article 16; Ms. Meghan Bernardo seconded. No discussion. VOTE: 8-0-0.

Article 17 – Appropriation for Fire Station Dormitory: Unexpended Balances of Monetary Articles – Ms. Meghan Bernardo moved to approve Article 17; Ms. Christine Devine seconded. No discussion. VOTE: 8-0-0.

Article 18 – Revolving Accounts: Annual Authorization – Ms. Meghan Bernardo moved to approve Article 18; Ms. Christine Devine seconded. No discussion. VOTE: 8-0-0.

Article 19 – Appropriation: Community Preservation Committee – Mr. Barry Schroeder moved that the Finance Committee designate Article 19 as TBD (To Be Determined); Mr. Frank Rossi seconded. No discussion. VOTE: 8-0-0.

Article 20 – Net-Metering Agreement – Ms. Meghan Bernardo moved to approve Article 20; Mr. Jim Sheehan seconded. No discussion. VOTE: 8-0-0.

Article 21 – Accept Mass. General Law: C. 59, s. 5, subsection 54 – Personal Property – Ms. Meghan Bernardo moved to approve Article 21; Ms. Christine Devine seconded. No discussion. VOTE: 8-0-0.

Article 22 – Create Redevelopment Authority – Ms. Kennedy reported that the Board of Selectmen voted to approve this to allow the article to move forward. There is no dollar amount associated with this. There are associated costs which can be further identified at future Town Meetings. It was noted that the Finance Committee has questions other than financial. A presentation will be made to the Finance Committee on April 24. Mr. Neil Kennedy moved to designate Article 22 as TBD (To Be Determined); Mr. Jim Sheehan seconded. No discussion. VOTE: 8-0-0.

Article 23 – Sewer Easement – Ms. Meghan Bernardo moved to approve Article 23; Mr. Barry Schroeder seconded. No discussion. VOTE: 8-0-0.

Article 24 – Amend Dog Bylaw – It was noted that the main changes in the bylaw reflect state statute with respect to fees. All the provisions of the article are set by the state, and the Town is required to adopt a bylaw, in this case, updating its fees and fines. Ms. Christine Devine moved to approve Article 24; Ms. Meghan Bernardo seconded. No discussion. VOTE: 7-1-0 – Lagan oppose.

Article 25 – Street Acceptance, Land Donation and Infrastructure Acceptance – the Meadows Subdivision – Ms. Meghan Bernardo moved to designate Article 25 as TBD (To Be Determined); Mr. Barry Schroeder seconded. No discussion. VOTE: 8-0-0.

Article 26 – Street Acceptance/Infrastructure Acceptance – Claybrook II Subdivision – Ms. Meghan Bernardo moved to approve Article 26; Ms. Christine Devine seconded. No discussion. VOTE: 8-0-0.



Article 27 – Zoning Map Revision – ARII to Commercial V – Ms. Meghan Bernardo moved to approve Article 27; Mr. Jim Sheehan seconded. No discussion. VOTE: 7-1-0 – O’Neill oppose.

Article 28 – Zoning Map Revision: Commercial IV – It was noted that the Board of Selectmen did not vote on this article yet as it was waiting on the results of the public hearing. Mr. Chris Lagan moved to designate Article 28 as TBD (To Be Determined); Ms. Meghan Bernardo seconded. No discussion. VOTE: 8-0-0.

Article 29 – Amend Zoning Bylaw: Parking Regulations – SECTION V. Use Regulations, Sub-Sections B & H – Ms. Meghan Bernardo moved to approve Article 29; Mr. Barry Schroeder seconded. No discussion. VOTE: 7-1-0 – Lagan oppose.

Article 30 – Amend Sign Bylaw – Ms. Meghan Bernardo moved to approve Article 30; Mr. Barry Schroeder seconded. No discussion. VOTE: 8-0-0.

Article 31 – Amend Zoning Bylaw – Medical Marijuana Treatment Centers – Section V. Use Regulations, Add Sub-Section BB – Mr. Chris Lagan moved to approve Article 31; Ms. Christine Devine seconded. No discussion. VOTE: 8-0-0.

Article 32 – Appropriation: Police Training – Ms. Meghan Bernardo moved to approve Article 32; Mr. Barry Schroeder seconded. No discussion. VOTE: 8-0-0.

Article 33 – Capital Improvement Stability Fund Transfer: Field Tractor – Ms. Meghan Bernardo moved to approve Article 33; Mr. Chris Lagan seconded. No discussion. VOTE: 8-0-0.

Article 34 – Capital Improvement Stability Fund Transfer: Aerator – Ms. Meghan Bernardo moved to approve Article 34; Ms. Christine Devine seconded. No discussion. VOTE: 8-0-0.

Article 35 – Capital Improvement Stability Fund Transfer: Cassidy Field Sewer Line -- Ms. Meghan Bernardo moved to approve Article 35; Ms. Christine Devine seconded. No discussion. VOTE: 8-0-0.

**Reports:**

Due to the lateness of the hours, liaison reports as well as reports from the Chairman and Clerk were postponed.

**Other Business:**

*The Committee reviewed draft minutes from March 13, 2013 and March 27, 2013.*

**Mr. Frank Rossi moved to approve the minutes from March 13, 2013, as drafted; Ms. Meghan Bernardo seconded. No discussion. VOTE: 5-0-3 – O’Neill, Kennedy and Sheehan, abstain.**

**Ms. Meghan Bernardo moved to approve the minutes from March 27, 2013, as amended; Ms. Chris Lagan seconded. No further discussion. VOTE: 7-0-1 – Kennedy, abstain.**

**Upcoming Meetings:**

April 24 – Presentation on Proposed Redevelopment Authority, 7 PM, Sanford Hall

May 8 – Regular Monthly Meeting, 7 PM, Sanford Hall

May 13 – Pre-Town Meeting, 6:15 PM, Medway High School



**At 10:07 PM Mr. Jim Sheehan moved to adjourn; Ms. Meghan Bernardo seconded. No discussion.  
VOTE: 8-0-0.**

Respectfully submitted,  
Jeanette Galliardt  
Night Board Secretary