



Town of Medway

FINANCE COMMITTEE

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October 14, 2015 – 7:00 PM
Sanford Hall, Town Hall
155 Village Street

Present: Frank Rossi, Chair; Chris Lagan, Vice Chair; Ellen Hillery; Meghan Hoffman; Michael Schrader, and Jim Sullivan.

Absent: Todd Alessandri, Clerk; Rohith Ashok; Jeff O’Neill.

Staff Present: Michael Boynton, Town Administrator; John Foresto, Selectman; Rich Boucher, Director, Information Technology; Bridget Graziano, Conservation Agent; Tom Holder, Director, Department of Public Services;

Others Present: Andrew Rodenhiser, Chair, Planning and Economic Development Board;

Affordable Housing Trust: Ann Sherry, Chair; Doug Havens, Community Housing Coordinator.

Chairman Rossi called the meeting to order at 7:01 PM.

Discussions/ Presentations – Fall Town Meeting Warrant Articles:

Article 15 – Affordable Housing Trust -- Ann Sherry, Chair; and Doug Havens, Community Housing Coordinator, were present. Ms. Sherry explained that the original bylaws were enacted with a number of control mechanisms with regard to spending, funds transfers, etc. as well as requiring Board of Selectmen approval. A particularly challenging one is the 10% of the amount transferred at Annual Town Meeting every year is not always sufficient to fund the Community Housing Coordinator’s position and also maintain the funding formula. They would like to eliminate the 10% requirement in order to have more flexibility in use of funds. Mr. Boynton reported that this article has been reviewed by Town Counsel. Brief discussion followed.

Article 1 -- At this time, Mr. Boynton reported that free cash has not been certified. Article 1 features surplus funds to various accounts to cover anticipated expenses. He briefly reviewed the accounts and amounts, noting increases in salaries due to changes in job duties, new Public Information Officer, and

other absence and salary items. He emphasized the need for communication of information to the public in a timely and accurate manner. Selectman John Foresto concurred, noting that the Board has been trying to do that for years, but somehow the message is not getting out to the public widely enough.

Responding to a question from Chairman Rossi, Mr. Rich Boucher, Information Technology Director, stated that his role in the communications outreach effort will be to make certain that all the social media components are always in working order. His department is also charged with the responsibility of maintaining all the electronic devices throughout the Town. Mr. Boynton added that this effort is particularly important to inform residents of traffic detours and other safety-related issues. This media outreach can also be used to highlight departments, introduce new services, to remind residents of due dates for tax payments or election dates, and so on.

Police Department – There has been a vacancy since the first of the fiscal year. The individual is presently going through the civil service process and is prepared to attend the academy. Within the next two calendar years, there could be up to three senior level departures. Mr. Boynton stated that we do not want to have a large gap where there are vacancies and reported that Chief Tingley has decided to send a second person to the academy in order to stay up-to-speed.

Fire Department – To provide additional EMS coverage for fire, the department would like to have a person who would be available to fill in on an engine as well as EMS. An Assistant Chief position will also be available with a January 1 start date. This individual will assist with scheduling and coordinating other things within the department.

Department of Public Services

Tom Holder, Director, was present.

Article 2 – The intent of this article is to provide funding to replace the dump truck we currently have. Circa 1999 truck with plow attachment has been on the CIPC list for a few years. Our current truck likely will not get us through the winter, the body and chassis are in bad shape, and repairs are nearly impossible. We can purchase it under state contract. There is a truck available with the right specs and we could have it by January 1.

Article 3 involves culvert repair. This is to have engineering support and oversight as well as bring the contractor in to do the work. The department would like to bid it in the winter and get the work scheduled as early in the spring as possible.

Article 4 involves repurpose of funds and would support the repaving of Winthrop Street following the culvert repair.

At this time, Mr. Lagan asked the Town Administrator for a list of articles with unexpended funds. This will make it easier to assess the articles knowing how much is available with unexpended funds.

Planning and Economic Development Board

Mr. Andrew Rodenhiser, Chair, was present.

He briefly reviewed street acceptances proposed in Article 16. He explained the steps that have to happen before a street can be accepted, and how this then allows the Town to repair and maintain the roadway.

Mr. Rodenhiser explained many of the definition changes/clarifications in Article 17.

Changes to Article 18 – Non-Conforming Uses and Structures involve revision of language for clarification. No changes have been made to any of the concepts, only language revisions.

Article 19 -- reflects a request from a resident that her property be included in the overlay district.

Article 20 – Amend Zoning Bylaws – Design Review Process. This revision would provide better direction to applicants and further define the role of the Design Review Committee.

Article 21 – Sign regulations. These tables were omitted in error from the previous recodification, and this places them in the bylaw.

Article 22 – This article defines the size of parcel permitted to have chickens.

Article 23 – This article contains the addition of language referring to Host Community Agreement for Registered Marijuana Dispensary.

Article 24 – This article specifies that a home office must be occupied by the property owner.

Miscellaneous Articles

Articles 5 and 6 – Mr. Boynton noted that these articles relate to the field project. It was in really bad shape and looks amazing now.

Article 8 – Bridget Graziano, Conservation Agent, reported that this study would be done by the Conway School of Landscape Design to look at a portion of a parcel that was developed for the new athletic field. This article is supported by both the Board of Selectmen and the Community Preservation Committee. She added that she had done a similar study with Conway while working in Sherborn. This would make the space more user-friendly while protecting the natural habitat for species. The focus of the study is to evaluate the land and how to use it.

Article 9 – This article involves funding for trail design and engineering. Three bids came in, and the lowest was \$28,000. It has been approved by the Community Preservation Committee.

Article 10 – This article would fund expenses involved in placement of small sign stations along the trail. Two teachers have worked out a design by which the sign stations tell a story as one goes through the trail from Medway High School to Choate Park.

Miscellaneous Discussion:

The next Board of Selectmen meeting is on Monday, October 19. The Finance Committee public hearing is on October 20. For the public forum on Exelon, all documents including the Host Community Agreement have been made public and are on the Town website.

At this time, Mr. Sullivan asked for an update on the GPS units that were destined for Town-owned vehicles. Mr. Boynton said that all the equipment has been installed, but could not say how much they are being utilized.

Brief discussion followed on procedure for the public hearing.

Discussion followed on attendance at Finance Committee workshop in Sturbridge. Ms. Hillery is attending.

Chairman's Report:

Chairman Rossi stated he met with Selectman Crowley to discuss various things that have come before the Board of Selectmen, i.e., borrowings, Cassidy Field improvements, proposed assisted-living facility, DPS moving to the middle school, and the proposed 40B project by Timber Crest LLC.

Clerk's Report:

Due to Mr. Alessandri's absence, the Clerk's Report was postponed.

Liaison Reports:

Mr. Sullivan reported he will try to attend the budget realignment meeting on November 19 with the School Committee.

Mr. Schrader reported he has not met with DPS in person but has had an email exchange with staff.

At this time, Mr. Sullivan suggested having the committees who come to speak also provide background information. It would be easier for the Finance Committee to understand what they are proposing. Background materials could be prepared in advance and submitted to Ms. Galliardt who can send them out electronically if there is enough advance notice.

At 9:13 PM Mr. Lagan moved to adjourn; Mr. Sullivan seconded. No discussion. VOTE: 7-0-0.

Respectfully submitted,
Jeanette Galliardt
Night Board Secretary