



Town of Medway
FINANCE COMMITTEE
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March 11, 2015 -- 7:00 PM
Town Hall, Sanford Hall
155 Village Street

Present: Frank Rossi, Chairman; Chris Lagan, Vice-Chair; Barry Schroeder, Clerk; Todd Alessandri, Rohith Ashok, Ellen Hillery, Jeff O’Neill, and Meghan Hoffman.

Absent: Jim Sullivan.

Also Present: Richard Boucher, Director, Information Services; Jeffery Lynch, Fire Chief; Allen Tingley, Police Chief; Dennis Crowley, Selectman.

Capital Improvement Planning Committee: Peter Sigrist, Chair; Jim Gillingham, Michelle Reed.

Chairman Rossi called the meeting to order at 7:00 PM.

CIPC Discussion and Review:

The Committee reviewed the list of items listed in Article 8 on the Annual Town Meeting Warrant.

Liaison to the CIPC, Ms. Hoffman stated this list is significantly reduced from where it started. Responding to a question from Chairman Rossi, Mr. Sigrist stated the CIPC starts with \$2 million, the submitted projects are prioritized and then the committee slowly slices away at the funds, based on what they believe will be available as free cash. Because the Snow and Ice budget needed an infusion of cash for this winter’s expenses, the amount of free cash was greatly reduced.

Mr. Sigrist stated that a lot of bonding was done this year because free cash was not available for something like the purchase of an ambulance or fire truck. Some purchases have been made with free cash the past couple of weeks. It was noted that the cost for the library carpet seemed high. Selectman Crowley explained that a second quote was secured and it was even higher. The \$90K is for the whole building. Ultimately it is less expensive to do it all at once.

Mr. Alessandri asked if the sidewalk improvement list will be revisited after this winter. Selectman Crowley theorized that there may be DPS funds available from previous projects that could be used for some of the road repair. The Board’s concern was that there is not enough money available for road and

sidewalk repair. Once we get the DPS barn behind us, we may go with a general bond for several million dollars to get a lot of roads and sidewalks repaired or replaced.

Regarding the sidewalk plow, it was noted that DPS purchased two pre-owned ones, one of which doesn't work. It will be used for parts.

Mr. Alessandri reported that the flashing lights on the stop signs at Lovering were not working. Is there a way to be sure of the quality and how they work? Ms. Reed stated these stop signs have been installed at the intersection of Village and Franklin and there have been no significant accidents since that time.

Mr. Sigrist stated that over \$7 million in requests were submitted for FY16. He noted that the McGovern School windows article was pulled out for Annual Town Meeting.

Brief discussion followed on the request for the police radios and the upgrade of repeaters for improved signal that will reach to all areas of town.

General Budget Discussion

At this time, the Finance Committee reviewed sections of the proposed FY16 budget:

- Property tax revenue reflects a 4% growth; increase in salaries at the schools is due to some positions being re-categorized; and a new School Finance person who is cleaning up the accounts and straightening out the records.
- There was brief discussion on fire department calls and overtime expenses.
- Increases for the Board of Health are for immunizations and physicals for staff.
- A new position for payroll administrator was requested, but is not funded at this point.
- The line item for Legal expenses was reduced by \$10,000 as Mr. Boynton indicated he is doing the negotiations with the units instead of using labor counsel during contract negotiations.
- Referring to MIS technology, Mr. Boucher reported no new positions are anticipated.
- The Town Clerk's budget was increased to cover costs of additional elections.
- It was noted that the salary for the Conservation Agent will come out of the salary line item instead of wetland funds (revolving account).
- The change in the Planning Department was the Community Development position that is now full time.

Fire Department – Chief Lynch

Chief Lynch reported he has requested two additional firefighters and two additional EMT's, noting that they would be cross-trained in each other's duties. The costs would be split between the Fire budget and the EMT budget. He stated that he has researched the number of emergency calls for the past few years, and discovered that the number of calls have increased by 13% each year. Most are emergency "I need help" kind of calls, furnace issue, gas leak, wellness check, falls, etc. Discussion followed on number of firefighters, schedules, long-term planning, overtime coverage, and in-house training,

Chief Lynch informed the Committee that the Department has acquired a structure that will be used for training. If members are interested in going into the building during the training, they should contact him so that the appropriate fire equipment can be fitted. The training session will be on March 28.

Police Department – Chief Tingley

Chief Tingley stated that his proposed budget is a level service budget. He briefly reviewed basic components including the need for additional vehicles, stressing the need for an ATV (All-Terrain Vehicle) which is important for use in wooded areas like trails inside resident communities or to answer calls of unauthorized ATV activity on private property. Brief discussion followed. It was suggested that

perhaps the Excelon facility might be interested in donating funds toward the ATV as there is so much wooded area on that property

Chief Tingley continued, noting that communication systems need to be upgraded as the new cruiser computers will be better mounted. He added that the existing ones are shaken up due to long time use. It is anticipated that repeaters for communication would be mounted on the water tower on Highland Street.

Regarding the increase in salaries, Chief Tingley noted that much of the increase is due to step increases. As always, overtime is a concern as there is increased court time due to requirements by the District Attorney.

FY16 Budget Discussion and Review:

The Committee reviewed a document entitled "Technology Services Summary".

Mr. Rich Boucher, Director, Information Services, stated that lots of things were replaced over the last couple of years. The budget steadily increased for software but not hardware. This is an attempt to satisfy those needs from an operational standpoint. With regard to a GIS administrator, that is a multi-departmental position that will be utilized by the Conservation Commission, Board of Health, Information Services and Planning Department. That position was requested for FY15, but it was not funded.

Proposed purchases include Chromebooks and carts, desktop replacements, projectors, police cruiser computers, police phone system, the color printer/copier in the Town Administrator's office as well as security systems. These things total \$265,000. Overhead projectors at the schools are around 11 years old, but still work. The light bulbs, however, are very expensive, costing over \$200 each. Discussion followed on students bringing their own devices, parent feedback, and related budget matters.

Mr. Boucher briefly reviewed the Fiber Metro Area Network, Server Virtualization, Software and Applications, Infrastructure Hardware/Services listed in the Purchase Summary. Discussion followed on Virtual Town Hall versus First Class for the Town website.

Regarding a credit of \$135,000, Mr. Boucher explained that it was a payment from Comcast to be released from their agreement.

Selectman Crowley noted that the Board of Selectmen is trying to eliminate the Schools using the circuit breaker funds for technology purchases and mainstreaming the IT purchases through the annual budget.

Upcoming Meetings

Discussion followed on meetings necessary to finish budget discussions. It was decided that one meeting should be before the next monthly meeting. Mr. Boynton suggested that Department of Public Services and Medway Public Library be invited to that meeting as they could speak to Annual Town Meeting articles as well. He suggested that the Finance Committee meet with the Economic Development Coordinator and the Planning Coordinator, as well as have a discussion on the proposed meals tax. Selectman Crowley reported he is waiting for additional information on the meals tax from the Finance Director. After members checked their availability, it was decided to meet on Wednesday, March 18. Chairman Rossi will check with Mr. Lagan and Mr. Sullivan on whether they can attend.

Clerk's Report:

Mr. Schroeder, Clerk, reported no changes in the Finance Committee Reserve Fund.

At this time, invoices from Gatehouse Media and W.B. Mason were considered.

Mr. O'Neill moved that the Finance Committee pay an invoice from Gatehouse Media in the amount of \$69.85; Mr. Ashok seconded. This was for the publication of the public hearing notice for Special Town Meeting. No discussion. VOTE: 7-0-0.

Ms. Hillery moved that the Finance Committee pay an invoice from W.B. Mason in the amount of \$41.67; Mr. Rohith seconded. This was for the purchase of the budget binders. No discussion. VOTE: 7-0-0.

Terms Expiring

At this time, Ms. Galliardt reminded committee members that the terms of Frank Rossi, Barry Schroeder, and Meghan Hoffman will expire on June 30. She asked them to consider whether they are interested in seeking reappointment and if not interested, mention potential vacancies to friends and neighbors who might be interested in serving.

Liaison Reports:

Due to the lateness of the hour, liaison reports were postponed.

At 9:15 PM Ms. Hoffman moved to adjourn; Mr. Ashok seconded. No discussion. VOTE: 7-0-0.

Respectfully submitted,
Jeanette Galliardt
Night Board Secretary