



Town of Medway
FINANCE COMMITTEE
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March 18, 2015 -- 7:00 PM
Guidance Area -- Medway High School
88 Summer Street

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

Absent: Barry Schroeder, Clerk; Jim Sullivan.

Also Present: Michael Boynton, Town Administrator; Tom Holder, Director, Department of Public Services; David D'Amico, Deputy Director, Department of Public Services; Margaret Perkins, Director, Medway Public Library; John Foresto, Selectman.

Chairman Rossi called the meeting to order at 7:02 PM.

Continued FY16 Budget Review:
Department of Public Services

Present: Mr. Tom Holder; Mr. David D'Amico.

A personnel study was conducted to itemize details on each position. Position functions change a little from year to year, but there is little fluctuation in the percentages. The budget figures for salaries assume that the vacant positions will be filled.

Regarding a Town Engineer, Mr. Holder reported that DPS currently relies on consultants a lot and their rate is about three times what an engineer's salary would be. With an individual who had the right qualifications, we would significantly decrease the need to outsource project management tasks. Brief discussion followed. Hiring a Town Engineer is something the Town will consider in the future.

Regarding personnel changes, the Building department is converting a half-time position to a full FTE, two additional parts-time positions from Parks for field work, and two additional full-time positions in Water and Sewer for a total of 4.5 new FTE.

Brief discussion followed on the maintenance of the athletic fields. Mr. Holder stated they are already scheduling groups for the fields, and the demand is incredible. With a useful life of 10-12 years for the

new turf, a revolving fund will be set up for each field, and at the end of those ten years, there could be enough to pay for a replacement turf when it becomes necessary. Maintenance costs will come out of regular budget and not out of the revolving funds. Brief discussion followed on staggering use of the fields by degree of use, tournaments, and the like.

Snow and Ice Budget – Final costs was \$765,000 and a \$425,000 budget. Some of the storms may be declared emergency situations which would allow eligibility for reimbursement of associated costs at a rate of 75%. Reimbursement could be as much as \$340,000, depending on whether a four-week storm period qualifies. Brief discussion followed. Mr. Boynton cautioned that any reimbursement received will likely come in as an undesignated receipt (general revenue) in FY16 and will fall to free cash.

General discussion followed on the following:

- Enterprise Funds – Sewer and Water
- Sewer betterment transfer – Annual receipts are transferred each year at ATM into Sewer retained earnings. If a property is sold, the betterment must be paid in full.
- Automated curbside recycling – Over 200 households have two or three recycling carts; costs associated with the additional carts as well as the additional cost to collect those recyclables. The conventional program would cost \$107,000, and this is far less. Some private haulers no longer offer services in Medway because they don't want to offer recycling.
- Maintenance of the sewer system
- Fulfilling requirements of 2003 Mass DEP Stormwater Permit
- Roadway repairs as a result of the winter
- Capping the landfill

Medway Public Library

Present: Margaret Perkins

Ms. Perkins explained that the increase in salaries reflected increasing the part-time Children's Department librarian from 20 hours per week to 40 hours per week. This individual has established many new programs, filling the story hour every week. She participated in the Summer Reading kickoff and visited schools. Story hours are separate ones for toddler age and pre-school age, each with 18-20 children.

Ms. Perkins reported that the library is required to spend 16% of its \$337,000 budget on books and other materials as mandated by the Massachusetts Library Trustees. E-books are included in the books and periodical line item. She noted that the library was not certified for several years, and purchases were made from donations. Based on the proposed FY16 budget, we will have to spend \$54,000 on materials, while donated funds are typically used for "extras". The library also gets approximately \$11,000 in state aid. It was noted that there have been warrant articles for library purchases the past couple of years. Ms. Perkins stated that failure to meet the state level of 16% could result in a loss of certification, and getting it back can take a couple of years.

Attendance at the library has totaled approximately 70,000 visits during a year. With the proposed budget the library can open at 10 AM every day, and be open until 8 PM Monday through Thursday.

Responding to a question from Mr. Lagan about the Sunshine Camp, Mr. Boynton stated that it is a separate organization, a non-profit group that provides summer programs for special needs children.

Referring to a now-available basement area, Ms. Perkins stated there was talk about turning it into a technology work room for computers with CAD programs and a 3D printer, similar to the STEM program at the high school. A dehumidifier was installed a few days ago. A broadcast studio will also be installed. This allows adults to be on hand when students are using the studio, which isn't always the case now.

New carpeting for the entire building will cost around \$90,000.

Remainder of the budget

Mr. Boynton was available to answer questions on the rest of the budget. The budget was reviewed line by line, with brief discussion on the following areas:

- Increase in building permits, as well as plumbing and wiring permits
- New administrative assistant for DPS when the department moves to the middle school
- Council on Aging
- Veterans Services
- Tax title process – process the Finance Director uses to process delinquent tax parcels
- Cherry sheet offsets
- Cherry sheet charges for Norfolk County Tax, RMV fees, MBTA charges, GATRA funding, etc.
- Overlay Account – amount that is required by Board of Assessors to meet abatements, exemptions and credits.
- Enterprise IDC offset – For indirect costs not supported by the Enterprise account such as health insurance for a firefighter hired through the Ambulance Account.
- Thayer Homestead – Discussion on finishing the barn, increased bookings, trails, Route 109 redesign, changing the focus of the park, and dredging the pond.
- Medway Family Day – Total cost is around \$30,000. Additional funds come from private parties.
- Health insurance
- Retirement
- Salary reserve

Regarding the Finance Committee Reserve Fund, Mr. Lagan expressed concern that, if there is ever a situation where the reserve fund is tapped out, there will not be any funds to bail out the groups like Fire and Veterans Services who rely on it for transfers throughout the year. Mr. Boynton responded that transfers can be enacted at Special Town Meeting from one line item to another if necessary.

Brief discussion followed on the School Budget Advisory Committee. Mr. Alessandri reported that the last meeting was cancelled and it has not been scheduled. One update was a decrease in money from the Governor's budget of approximately \$75,000. Mr. Alessandri theorized that there was little concern over the budget, hence, the lack of urgency in rescheduling the meeting.

Discussion followed on when to hold the public hearing for both the Special Town Meeting and Annual Town Meeting and to schedule another meeting to complete budget review and consider the warrant. The next meeting will be scheduled for April 1 to meet with the School Department, and the public hearing will be on April 8.

Chairman Rossi reminded everyone of their reports for the Town Report. They are due by April 10.

Reports:

Due to the lateness of the hour, Chairman's report, Clerk's report and liaison reports were postponed.

At 9:04 PM Ms. Hoffman moved to adjourn; Mr. O'Neill seconded. No discussion. VOTE: 7-0-0.

Respectfully submitted,
Jeanette Galliardt
Night Board Secretary