



Town of Medway

## FINANCE COMMITTEE

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January 13, 2016 – 7:00 PM  
Sanford Hall, Town Hall  
155 Village Street

Present: Frank Rossi, Chair; Chris Lagan, Vice Chair; Todd Alessandri, Clerk; Rohith Ashok; Meghan Hoffman; Ellen Hillery; Jeff O'Neill; Michael Schrader; and Jim Sullivan (7:24 PM).

Others Present: Michael Boynton, Town Administrator; John Foresto, Chair, Board of Selectmen; Jeffery Lynch, Fire Chief; Michael Fasolino, Assistant Fire Chief.

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

**ETR -- Fire Department, Equipping vehicle for use by Assistant Fire Chief:**

*The committee reviewed a Request for Transfer from the Finance Committee Reserve Fund, dated January 8, 2016.*

Present: Jeffrey Lynch, Fire Chief; Michael Fasolino, Assistant Fire Chief.

Chief Lynch reported that the position of Assistant Fire Chief is a new one, and this individual is on call 24 hours a day. Because it is a new position, it was not included in the preparation of FY16 budget. His assigned vehicle is not outfitted with the appropriate equipment, is unable to use red flashing lights and needs to be a different color. Chief Lynch added that he would like to see vehicles replaced at the five-year mark. This particular vehicle is seven years old, a Ford Explorer Interceptor model, either 2011 or 2012. It has been decommissioned by the Police Department as they rotate them out on a regular basis.

Mr. Boynton noted that, as the Town closed out FY15 monies, we had a better idea of what the numbers were and we were able to add some positions as necessary. This position gives us a third person to go out on calls when the need arises.

Responding to a question from Mr. O'Neill, Chief Lynch stated the department anticipates having the vehicle for five years. He added that he is well aware of financial constraints in getting vehicles, and this vehicle currently meets their needs. Mr. Boynton added that, as this position grows over the coming years, a more appropriate vehicle can be added into the budget process.

Mr. Lagan expressed concern that it is difficult to say this need is unanticipated as we have had Emergency Transfer Requests from the Fire Department every year. The department needs to be able to budget needs better during the budget preparation process. Mr. Boynton responded that it is difficult to plug every kind of scenario into a budget line item.

Chief Lynch stated that the department is going through some growing pains right now. We have started a vehicle maintenance account as well as doubling the size of the department, and both of these things will impact overtime needs. Emergency responses are increasing by 13% every year, and the on-call guys are getting paid for that. Discussion followed on budgetary options such as transfers and use of reserve funds.

**Ms. Hoffman moved that the Finance Committee approve the transfer of \$9,800 from the Finance Committee Reserve Fund to Fire Vehicles, as requested; Ms. Hillery seconded. No discussion. VOTE: 7-1-1 – Chris Lagan (oppose), Jim Sullivan (abstain).**

**General Discussion:**

*The committee reviewed the following information: (1) Document entitled “Town of Medway Debt Service”; (2) Memorandum dated December 8, 2015 from the Board of Selectmen outlining its FY2017 Budget Process; and (3) Attachments outlining budget and revenue assumptions.*

Mr. Boynton briefly reviewed sections of the handout. The report is set up by fiscal years, showing how the debt expense decreases each fiscal year. He cautioned that, while one project’s costs decrease every year, new projects will come along that will require financing. In essence, debt expense never really goes away.

For the benefit of newer members, Mr. Boynton provided a brief explanation of debt financing. Taxes are raised to cover the amount borrowed, and as debt falls off, new debt is added. Chairman Rossi handed out a document explaining overrides and exclusions from the Department of Revenue, which provides definitions and explanations of different types of financial options. Mr. Boynton shared his personal position that, if it can be done, small items should be paid for at the outset to avoid the interest payments.

General discussion followed.

**Town Meeting Schedule leading up to and into Budget Season:**

Chairman Rossi reported that the School Committee will be present for the meeting on February 10, the Finance Committee’s next regular meeting. The next regular meeting will be March 9.

**Chairman’s Report:**

Chairman Rossi reported that he attended the recent legislative breakfast as did a number of members. It was a very interesting discussion.

**Clerk’s Report:**

Mr. Alessandri, Clerk, reported that the Finance Committee Reserve Fund will have a balance of \$90,200 following the transfer just approved.

**Liaison Reports:**

Mr. Ashok reported he has not been to any meetings of the Library Trustees. Chairman Rossi reminded all members that they can touch base with the committees they liaison with in order to stay current. It is difficult to be able to attend all the meetings.

Mr. O’Neill had no report from the Police and Fire Departments.

Ms. Hillery reported that things are quiet with the Community Preservation Committee, though there is still talk about acquiring more open space property. There is also a trail development project under discussion. Over \$5 million remains in the CPC account.

Mr. Lagan reported he has spoken with Ms. Mercandetti in Community Development and will arrange to meet with her personally soon.

Chairman Rossi urged each member to make sure their liaison groups have their email addresses so they receive all the mailings that go to those members.

Mr. Alessandri provided a brief update on the school budget and meeting schedule.

Ms. Hoffman reported on the CIPC recommendation list, explaining that the list starts with all the requests and then it is slowly winnowed down to the list of viable projects, ranked on importance.

Mr. Schrader stated he has had a conversation with Tom Holder, Department of Public Services.

Mr. Sullivan reported that the Planning Board meets every two weeks and remote participation is not possible. He plans to have coffee in a couple of weeks.

**Approval of Minutes:**

*The committee reviewed the following information: (1) Draft minutes from October 14, 2015 and October 20, 2015; and (2) Meeting Discussion Notes from November 16, 2015 and December 9, 2015.*

**Ms. Hoffman moved that the Finance Committee approve the minutes of October 14, 2015, as amended; Mr. Schrader seconded. No discussion. VOTE: 9-0-0.**

**Ms. Hoffman moved that the Finance Committee approve the minutes of October 20, 2015, as amended; Mr. O'Neill seconded. No discussion. VOTE: 7-0-2 – Alessandri and Schrader abstained.**

**Ms. Hoffman moved that the Finance Committee approve the minutes/notes of November 16, 2015, as drafted; Mr. O'Neill seconded. No discussion. VOTE: 9-0-0.**

**Mr. O'Neill moved that the Finance Committee approve the minutes/notes of December 9, 2015, as drafted; Mr. Alessandri seconded. VOTE: 9-0-0.**

**Gatehouse Media Invoice:**

The committee reviewed an invoice from Gatehouse Media dated November 1, 2015.

**Ms. Hoffman moved that the Finance Committee approve an invoice from Gatehouse Media in the amount of \$69.85, as presented; Mr. Schrader seconded. No discussion. VOTE: 9-0-0.**

**Upcoming Meeting:**

The next regular monthly meeting of the Finance Committee will be Wednesday, February 10 at 7 PM in Sanford Hall, Town Hall.

**At 8:30 PM Mr. O'Neill moved to adjourn; Mr. Lagan seconded. No discussion. VOTE: 9-0-0.**

Respectfully submitted,  
Jeanette Galliard  
Night Board Secretary