



Town of Medway

FINANCE COMMITTEE

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Wednesday, March 24, 2021 – 7:00 PM
Sanford Hall, Town Hall
155 Village Street

Present in person: Todd Alessandri, Chair; Frank Rossi, Vice Chair; Jeff O’Neill.

Participating Remotely: Ellen Hillery, Clerk; Brian Cowan; Will Lane; Michael Schrader; Sue Segarra; Jim Sullivan.

Staff in person: Carol Pratt, Finance Director.

Staff Participating Remotely: Michael Boynton, Town Manager; Susy Affleck-Childs, Community and Economic Development Coordinator; Barbara St. Andre, Community Development Director; Rich Boucher, Director, Information Services.

Others Participating Remotely: Glenn Trindade, Select Board; Dennis Crowley, Select Board; Andy Rodenhiser, Chair, Planning and Economic Development Board.

Call to Order

At 7:01 PM Chairman Alessandri called the meeting to order, noting that three members were present in the meeting room, and six members were participating remotely via teleconferencing. He shared the items on tonight’s agenda. All votes will be by roll call as is customary with remote participation.

Continued Review of FY22 Budgets – Information Services and Debt Service

For these discussions, the committee utilized sections of the FY22 Budget Books.

Information Services

Information on current vs. projected expenses was reviewed.

Present: Rich Boucher, Director; Michael Boynton, Town Manager.

Mr. Boucher spoke briefly about the current year’s budget, noting that there were only a couple of changes carried forward to FY22. He explained that one expense (software maintenance) had been split between two cost centers and it has now been combined into one. For security training, Town offices

need a lot more support and we want to make sure that they have everything they need. Otherwise, the budget is level-funded. Mr. Boucher briefly reviewed various line items including proposed capital expenditures, equipment repairs and expenses associated with COVID-19.

Responding to a question from Mr. Rossi, Mr. Boucher explained that the top section of the spreadsheet displayed what was budgeted for FY21 and what the actual expenses were against that budget. The next section showed special projects and associated expenses. The final section indicated the FY22 projected expenses featuring purchase of Chromebooks, Projection systems, and Special projects. Brief discussion followed.

Regarding COVID-19 impacts, Mr. Boucher explained that they deferred purchase of projection systems which will be addressed this coming year. He reviewed the other projects that are proposed for either new installation or replacement/upgrade of existing equipment.

Responding to a question from Chairman Alessandri, it was noted that the laptops purchased this year were purchased in July though student return to school was unclear. The schools made a decision to purchase laptops for all staff, so we will not have to purchase more for five years in accordance with our equipment retirement protocol. The purchase of staff laptops may be eligible for reimbursement from appropriate federal or state funding sources.

Discussion concluded at 7:16 PM.

Debt Service

Information on current debt balances was reviewed.

Present: Carol Pratt, Finance Director; Michael Boynton, Town Manager.

Ms. Pratt reviewed the definitions in the statute, specifically, MGL Chapter 44, Sections 10, 8 and 7. She briefly reviewed the current debt as of June 30, 2020, plus the authorized or proposed new debt. Some has not been borrowed yet as it is too soon to do so. There will be Oak Grove authorizations as well as funds for Parks and Recreation. Items from the Water Department will be coming in May 2022 for around \$19 million. Brief discussion followed. It was noted that most of the excluded debt is inside the debt limit. For FY21 it represents 7.26% of the operating budget; in FY22 it will drop to 6.8%. Some borrowing will be dropping off so the percent is diminishing. Brief discussion followed.

Next the committee spent some time reviewing spreadsheets in the budget book and Ms. Pratt answered questions that came up. Discussion revolved around when specific projects might be activated or drop off the list. For the Water Enterprise Fund, this breakdown includes all known projects for the next few fiscal years. For FY22 we would like to have some debt capacity within the Enterprise budget as some projects will not be coming on until later. Brief discussion followed.

Chairman Alessandri announced that this discussion completed the committee's budget review. He thanked all department heads, the Town Manager and all others involved in budget preparation.

Discussion concluded at 7:36 PM.

Review of Planning and Zoning Articles on Annual Town Meeting Warrant

The committee reviewed the Warrant and a Summary provided by Ms. Affleck-Childs.

Present: Susy Affleck-Childs, Planning and Economic Development Coordinator; Michael Boynton, Town Manager; Barbara St Andre, Community Development Director; Andy Rodenhiser, Chair, Planning and Economic Development Board; Dennis Crowley, Select Board.

Town Manager Boynton thanked Ms. Affleck-Childs, Ms. St. Andre and the Planning Board for all the work done on this.

Ms. Affleck-Childs spoke briefly on each article listed below, noting why changes were necessary with occasional contributions from Mr. Rodenhiser and Ms. Saint Andre. Much of this information is included in the summary. While there was brief discussion on each article, substantive discussion is included with the relevant article:

Article 21 – Amend Zoning Bylaws: Central Business District – It was noted that the revised section will apply to new construction; existing structures will be considered pre-existing nonconforming structures. This article was not discussed at last night’s meeting; it will be discussed at the next meeting.

Article 22 – Amend Zoning Bylaws: Site Plan Review

Article 23 – Amend Zoning Bylaws: Solar Electric Installation – Ms. Saint Andre reviewed this article.

Article 24 – Amend Zoning Bylaws: Flood Plain

Article 25 – Amend Zoning Bylaws: Re-zoning to Energy Resources -- There will be modified language for this article relative to Special Permit requirement. Ms. Affleck-Childs confirmed that it would be submitted prior to the Finance Committee public hearing on April 14 so that the committee may issue its recommendation based on the revised language.

Article 26 – Amend Zoning Bylaws: Nonconforming Structures – Ms. St. Andre reviewed this one.

Article 27 – Amend Zoning Bylaws: New Section – Cottage Zoning -- Mr. O’Neill expressed concern that this speaks to developer interests and does not help residents. This does not need to be done as it impacts police, fire and existing infrastructure. Affordability is not necessarily a Medway issue, but more on a regional scale. Chairman Alessandri theorized that it would make it easier to squeeze more units into a space and asked what the driving force is behind this. What is the motivation?

Article 28 – Amend Zoning Bylaws: Sign Bylaw

Article 29 – Amend Zoning Bylaws: Accessory Dwelling Units – Ms. St. Andre noted that residents have requested clarification on standards for these units that are located in separate structures (not adjoined to principal dwelling).

Article 30 – Amend Zoning Bylaws: Housekeeping

Mr. O’Neill suggested that Finance Committee members should review the Planning and Economic Development Board meeting from last night as a lot of good information was shared that will help members understand many of the changes, in particular Article 25 and Article 30.

Miscellaneous

Discussion of FinCom representative to Facilities Planning Study Committee – Chairman Alessandri asked members to review the committee’s mission document to gauge their interest. Anyone interested in serving on the committee should indicate so during the discussion on this matter at the April 14 meeting.

Brief discussion followed on public hearing scheduled for April 14.

The Chairman's Report, Clerk's Report and Liaison Reports were postponed.

Other Business:

Chairman Alessandri reminded committee members about the deadline to submit subcommittee reports.

Review/Approval of Meeting Minutes

The committee reviewed draft minutes from March 17, 2021.

Mr. Rossi made a motion to approve the minutes of March 17, 2021 as amended; Mr. Sullivan seconded. No discussion. ROLL CALL VOTE: 7-0-2 (Alessandri, aye; Cowan, aye; Hillery, aye; Lane, aye; O'Neill, abstain; Rossi, aye; Schrader, abstain; Segarra, aye; Sullivan, aye).

Adjourn

At 9:16 PM Mr. O'Neill made a motion to adjourn; Mr. Rossi seconded. No discussion. ROLL CALL VOTE: 9-0-0 (Alessandri, aye; Cowan, aye; Hillery, aye; Lane, aye; O'Neill, aye; Rossi, aye; Schrader, aye; Segarra, aye; Sullivan, aye).

*Respectfully submitted,
Jeanette Galliardt*