



Town of Medway
FINANCE COMMITTEE
155 Village Street
Medway MA 02053

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Wednesday, September 14, 2022 – 7:00 PM
Town Hall, Sanford Hall
155 Village Street

Present: Jim Sullivan, Chair; Brian Cowan, Vice Chair; Ellen Hillery, Clerk; Bruce Carbone; Will Lane; Jeff O'Neill; Michael Schrader; Sue Segarra.

Absent: Chris Lagan.

Staff Present: Michael Boynton, Town Manager; Carol Pratt, Finance Director; Peter Pelletier, DPW Director.

Others Present: Dennis Crowley, Select Board; Frank Rossi, Select Board; Cindy Sullivan, School Committee liaison to Finance Committee.

Call to Order

At 7:00 PM Chairman Sullivan called the meeting of the Finance Committee to order with eight members present.

1.0 Public Comment:

There being no members of the public wishing to address the committee, Chairman Sullivan closed the public comment period.

2.0 FY23 Budget Updates:

There was no background information.

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

Mr. Boynton spoke briefly about the current budget, noting that the proposed figures for expenses are so far meeting expectations relative to inflation. At the moment, expenses are in good shape. Staff has been asked to monitor expenditures carefully. Regarding health insurance, the Town of Medway has joined a Health Consortium; at a recent meeting it was reported that a lower cost threshold has already been acknowledged. As a self-insured plan, it will require close watch, but is doing well for now.

Continuing, Mr. Boynton reported that the Select Board voted to sign a Host Community Agreement for the battery storage facility which will generate revenue to the Town. That revenue will be put toward some salaries as well as other expenses; monies previously allocated to various line items will then be freed up for reallocation to other uses.

Lastly, \$42 million will be involved in a potential PILOT agreement which is in the early stages of negotiation. The Select Board took a strong leadership role in this initiative, protecting the interests of the Town and its residents as well as site plan guidance.

Responding to a question from Mr. Cowan, Mr. Boynton stated that the \$380,000 in revenue from the battery storage facility will come to the Town whether or not the facility is built. This is different from the other revenues coming in. He added that administration was a little more aggressive in new growth projections during the budget planning process for this year. There are also residential improvements which will add to the new growth figures. Mr. Boynton emphasized that the level of new growth will even out if there are no large projects coming forward.

Referring to the Host Community Agreement, Mr. Boynton clarified that the \$42 million is the minimum the Town would receive as the agreement has been executed.

3.0 Review of 2022 Draft Fall Town Meeting Warrant:

The committee reviewed the 2022 Fall Town Meeting Warrant (Draft).

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

At this time, Mr. Boynton and Ms. Pratt reviewed the draft Warrant for the Fall Town Meeting. Substantive discussion on some articles, not all.

Article 1: Raise and Appropriate – Fiscal Year 2023 Debt Budget – This will help to capture the new growth figures as well as additional state aid. There will still be \$800K that will not be collected.

Article 2: Acquire 120 Main Street – Mr. Boynton explained that this purchase will require borrowing. Monies in the debt budget still unused at the end of the fiscal year can be transferred into the Stabilization Fund. The purchase price of \$4.5M and there is expectation that the Town will handle any environmental issues that remain. An appraisal (\$2.9M for vacant land) and an environmental assessment were both secured. As part of any construction project on the site, any remediation would be figured into the project's cost when that is determined. The final price of \$4.5M was negotiated down from \$6.8M, due to the efforts of Selectman Crowley and the Select Board.

Responding to a question from Mr. O'Neill, he stated that the property would be used for municipal use; a facilities group is looking at various options for the 8 acres. He noted that there is concern that the Fire Department needs new or additional space. There is likely to be a development proposal for the land across the street from this site which may impact the Town's decision on how to use its parcel. A residential development will impact schools and existing infrastructure. Brief discussion followed.

Selectman Crowley explained that the negotiation included a proposal to the current owner to remain on the property for a full year in order to wind down their operation. There is no immediate timetable.

Additionally, the Select Board was specific in that this purchase should be handled within the budget with borrowing, but without debt exclusion or override actions. Discussion followed.

Article 3: Acquire 72B Main Street – This property and property specified in Article 4 are adjacent to Charles River Bank. The Town intends to purchase this property while the second property (72A Main Street) will be gifted to the Town via Article 4.

Article 4: Accept Gift of Land – 72A Main Street – Selectman Crowley theorized that, if for some reason Article 3 fails, there will likely be a motion to withdraw Article 4 as it will no longer be necessary.

Article 5: Prior Year Bills.

Article 6: Free Cash Transfer to Facility Stabilization Fund – This transfer of Certified Free Cash will bring the total in the Facility Stabilization Fund to \$8.1M.

Article 7 – Free Cash Transfer – Capital Items – This is for the lights at the Pickle Ball Court.

Article 8 – Free Cash Transfer – Athletic Field Stabilization Fund – Mr. Boynton explained that once the unused Finance Committee Reserve Fund monies are certified as Free Cash, that amount can then be placed into the Field Stabilization Fund. It cannot go directly from one fund to another. General discussion followed on field improvements including replacement of track at Hanlon Field which should be done at the same time as the field. Currently one lane of the track cannot be used during track meets due to excessive patching. It was also noted that while the Facilities Stabilization Fund will not be used much this year, four schools will need new roofs in the near future.

Article 9 – Endorsement of Draft Master Plan – Ms. Segarra asked if the Plan represented what could be considered a “wish list”. How will things be prioritized? Mr. Boynton responded that the plan is for a ten-year period, and is required by the Commonwealth. He suggested having Jess Chabot of the Planning and Economic Development Board and Chair of the Master Plan Committee come in to speak to it before Town Meeting. Every bit of it is tethered to funding which means some things may be accomplished while others may have to wait a bit longer. He also theorized that there could be annual updates to monitor progress toward identified goals. Ms. Hillery, the Finance Committee representative to the Master Plan Committee, added that many ideas were submitted by residents, and after review, and many of those did not make it to the final draft. What remains is a general consensus.

Article 10 – Amend General Bylaws – Permit/License Security.

Articles 11 thru 21 are Planning and Zoning Articles. It was noted that, as is the case with all street acceptances (Article 21), the acceptance is conditioned on the completion of all required tasks.

Discussion followed on a potential joint meeting with Select Board for October 17. The Town Meeting Calendar suggests that the Finance Committee hold its public hearing on October 19. It was noted that the State of the Town is also scheduled for October 17 which includes a presentation on the Medway Block property (Article 2). Mr. Schrader suggested that the presentation should talk about the whole area, not just the subject property, but the big picture.

Discussion followed during which the viability of a Town Hall in the downtown area contributes to a community's identity. At this time, Mr. Cowan reported that the Facilities Study Group is preparing a report of its efforts in assessing all municipal buildings; that report will be coming out soon. Returning to the original question of a presentation, Chairman Sullivan summarized that additional clarity is helpful.

At 8:05 PM Town Manager Boynton, Mr. Crowley and Mr. Rossi exited the meeting room. Mr. Boynton re-entered the meeting room at 8:10 PM.

4.0 Discussion: Fall Town Meeting Calendar and Fiscal Year 2024 Budget and FY23 Annual Town Meeting Calendar

The following information was reviewed: (1) Fall Town Meeting Calendar; and (2) Fiscal Year 2024 Budget and FY23 Annual Town Meeting Calendar.

With regard to Fall Town Meeting, the Finance Committee will meet jointly with the Select Board so that the Planning and Economic Development Board needs to review their warrant articles only ones. That will be at the regular Select Board meeting on October 17. The Finance Committee will keep its regular meeting date of October 12. The Facilities Study group will be invited for the December meeting. The public hearing for Fall Town Meeting will be held on October 26, location to be determined. Holding the hearing a little later and closer to Town Meeting allows time for potential changes to the warrant.

Addressing her question to Town Manager Boynton, Ms. Segarra asked what the potential costs to Medway relative to the vocational school are based on. Mr. Boynton responded it is based on actual enrollment, adding that if Medway's spots are not filled, they can be offered to other communities for students above that community's allotment. He spoke briefly on the potential costs to renovating the existing building, adding a new section, or building a new one, and how those costs impact the Town of Medway. He also reported that a neighboring school district constructed a new high school and incorporated a vocational wing which will reduce the number of students going to the vocational school, thereby reducing their assessment accordingly. Brief discussion followed. It was decided to invite someone from Tri-County to the December meeting.

The Budget and Town Meeting calendar was briefly reviewed. It was noted that Annual Meeting has been scheduled for May 8, 2023. Mr. O'Neill will reach out to the Capital Improvement Planning Committee (CIPC) to get a summary of what they are working on and when they might be able to present their results to the Finance Committee.

At 8:23 PM Ms. Pratt exited the meeting room.

5.0 Other Business:

The committee reviewed the following information: Draft meeting minutes from July 14, 2022.

a. Chairman's Report – The Host Community Agreement has already been executed, but the Finance Committee may have input into how those revenues might be applied. Chairman Sullivan noted that there will be potential updates to the Town Bylaws; a Warrant Article may be proposed that would add a Public Comment period to all public meetings. Regarding the annual Conflict of Interest Training required for all employees and appointed officials, Chairman Sullivan will send out the link to access the training. Certificates of Completion should be forwarded to him so he is aware of who has completed the training. He will also send out some information relative to Tri-County, and announced

that there is a meeting tomorrow evening at 6 PM at the Tri-Country auditorium for MSBA review of potential projects.

b. Clerk's Report -- Ms. Hillery, Clerk, reported that the committee has received an invoice for the annual dues to the Association of Town Finance Committees dues. As this is an optional membership, a vote of the committee is required. **Mr. Schrader made a motion to pay the annual dues to the Association of Town Finance Committees in the amount of \$214.00; Mr. Cowan seconded. No discussion. VOTE: 8-0-0.** It was noted that the Finance Committee Handbook available to Association members was revised last year. Chairman Sullivan will send out the link so that committee members can download the handbook.

c. Review/Approval of Meeting Minutes

Mr. O'Neill made a motion to approve the July 14, 2022 minutes, as amended; Mr. Cowan seconded. No discussion. VOTE: 7-0-1 (Schrader abstain).

d. Liaison Reports

Ms. Segarra reported on various Parks and Recreation activities coming up and encouraged people to go to that webpage on the Town website to review the schedule. She also reported she has attended a couple School Committee meetings, and announced that there is a new Director of Operations. The School committee is looking to increase community engagement. Chairman Sullivan asked if she would be able to obtain a schedule of fees charged to field users (Parks), noting that this was due to the Finance Committee a year ago. Mr. Cowan reported that he will be meeting with Superintendent Pires (Medway Public Schools) and will copy Ms. Segarra on the correspondence as they are both liaisons to the schools.

Ms. Hillery stated she had nothing to report regarding the entities within Health and Human Services due to lack of meetings. The Community Preservation Committee discussed what to do with the Ey house. Lastly, as Finance Committee representative to the Master Plan Committee, she reported that the group's final meeting will be on October 4.

Mr. Cowan stated that the Facilities Study Group has finished its work. The report will be pretty self-explanatory, and they are putting final touches on it.

Mr. O'Neill reported that the Planning and Economic Development Board is having an update on the Master Plan tomorrow evening.

6.0 Upcoming Meetings:

The next regular meetings of the Finance Committee are scheduled for October 12 and November 9. There will be a joint meeting with the Select Board on October 17. The public hearing relative to the Fall Town Meeting Warrant will be held on October 26. The committee will also meet prior to Town Meeting on November 14 for any remaining votes on warrant articles and to assign motions.

7.0 Adjourn

At 8:41 PM Mr. O'Neill made a motion to adjourn; Mr. Cowan seconded. No discussion. VOTE: 8-0-0.

*Respectfully submitted,
Jeanette Galliardt
Night Board Secretary*