



Town of Medway

FINANCE COMMITTEE

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November 9, 2016 – 7:00 PM
Sanford Hall, Town Hall
155 Village Street

Present: Frank Rossi, Chair; Rohith Ashok, Vice Chair; Todd Alessandri, Clerk; Dan Doherty (6:15 PM), Ellen Hillery, Jeff O'Neill, Michael Schrader.

Absent: Meghan Hoffman; Jim Sullivan.

Staff Present: Allison Potter, Assistant Town Administrator; Carol Pratt, Finance Director.

Others Present: Jim Wieler, Citizen at Large member of the Community Preservation Committee and Chair of the Trail Task Force.

At 7:01 PM Chairman Rossi declared there was a quorum present and called the meeting to order.

Article 8 – CPA Funds: Walking Trail:

The committee reviewed maps distributed at the meeting as well as a PowerPoint presentation.

Present: Jim Wieler, Trail Task Force; Allison Potter, Assistant Town Administrator.

Mr. Wieler distributed maps of the subject area. He pointed out that trail design is part of a master plan, and showed a map from the Master Plan. He explained that the intent is to cross Lovering Street and eventually extend to the upper trails. The issue before us now is opening up 100 acres that cannot be accessed unless we build a crossing over Chicken Brook. Mr. Wieler activated a slide show on his laptop computer that members could see some of the wildlife in the area.

Mr. Wieler stated that they have met with the Conservation Commission and have what we believe is a conservative estimate on the cost to build the bridge/boardwalk. In addition, there will be some smaller projects that can be done by volunteers or as Eagle Scout projects. The bridge is 5 feet wide with railings 3 feet high and is 100 feet long. The width is necessary for police to get all-terrain vehicles (ATVs) back into the trail area.

Responding to a question from the Chairman Rossi, Ms. Potter stated that the Board of Selectmen will be voting on all the TBDs (To Be Determined) at its meeting on Monday evening.

Discussion followed on available funds, noting that the funds for Article 8 will come out of Open Space funds. Design plans were passed around. There is a balance of \$1,800,000 in the Open Space fund right now as confirmed by the Finance Director.

Responding to a question from Mr. Schrader, Mr. Wieler stated that most of the proposed trail is an existing cart path which will be enhanced by clearing it wider and leveling any obstacles. Discussion followed. Mr. Alessandri asked about the area past Chicken Brook. Mr. Wieler responded that there is an area near Iarussi Way that is part of the open space project but the exact trail location hasn't been determined. Mr. Wieler stated that the work is slated to be done next fall, possibly as early as August. Additionally, we are asking to build part of this on an easement that Eversource owns. The Department of Public Services will be assisting with this project as well.

Discussion and Review of 5-Year Budget Forecast and Debt Service:

The committee reviewed the 5-Year Budget Forecast and Debt Service document.

Present: Carol Pratt, Finance Director.

Ms. Pratt began her review with the section titled Revenue Assumptions. This is a requirement of the Town Charter. She stated that it is a rough projection but gets the ball rolling for the Finance Team with respect to the coming fiscal year. Brief discussion followed on unused tax levy. Ms. Pratt emphasized that these are projections and not intended to reflect exact amounts. This is more a tool to help in planning when the Finance Team begins to prepare the next year's budget.

Ms. Pratt then pointed out some areas in the Debt Service portion. She cautioned that the projected debt is estimated so that the actual debt won't be such a shock. Discussion followed with members asking various questions. It was noted that a yardstick for measurement is that one's debt service cost should not be more than 10% of the total budget.

Discussion followed on bond ratings, rating criteria and how Medway measures up to nearby communities.

General Discussion – Fall Town Meeting Warrant Articles:

The committee reviewed the 2016 Fall Town Meeting Warrant.

Before discussing the Warrant Articles, Chairman Rossi asked Ms. Potter for a report on solar panel performance on the various installations around town. She will forward the information to him.

Article 3 – Fund EMS: Ms. Potter reported that there isn't enough information so it will be dismissed.

Article 5 – Fund Structure Demolition: Included in this article is \$1,000 maximum for asbestos testing in the area around the boiler as well as some tiles. Ms. Potter stated that she believes it will be a total of \$28,300 plus approximately \$6,000 for paving. It will come from Free Cash.

Article 6 – Supplement FY17 Memorial Committee Budget: Ms. Potter reported that she anticipated that the Selectmen will vote to support the article. The funds will be used to hire a band for the Memorial Day parade.

Chairman's Report

Brief discussion followed on the upcoming joint meeting with the School Committee. Chairman Rossi, Mr. Alessandri, Mr. O'Neill and possibly Mr. Sullivan will attend.

Clerk's Report

Mr. Alessandri, Clerk, reported that there is \$93,000 in the Finance Committee Reserve Fund and \$2,000 in the Finance Committee Expense Fund.

Liaison Reports

Mr. Doherty reported that the Medway Public Library intends to spend the unused portion of the funds appropriated for the new carpet. As for fields, the Parks and Recreation is having a problem with people cancelling their field reservations on short notice. They plan to revise their contracts so that there is a fee attached for cancellation. The Friends of Medway Athletics has requested money for picnic tables near their concession stand. There was also a request for a new tractor, but the final decision may be to use a contractor to remove snow from the fields in the spring.

Ms. Hillery reported that she attended the Council on Aging meeting at the Senior Center where she was shown the stove in the kitchen. It's a big restaurant stove that needs to have an open gas flame going all the time. It is more than their needs require, and is often out of commission. They may want to change the stove for a more functional one that is not so elaborate.

Mr. O'Neill reported that he has yet to have a face-to-face discussion with police and fire.

Mr. Alessandri met with the Mr. Aicardi, Finance Director for the School Department, on budget adjustments. He has a copy of a memo that explains all the adjustments and asked members to contact him if they wanted a copy. Mr. Alessandri briefly reviewed some of the key changes.

Mr. Schrader reported that EPFRAC has received three qualification packages on the parks project, and the committee interviewed all three firms. He clarified that 31 firms requested the RFQ but only three firms actually submitted packages. All came in with presentations to the committee, and he believes there will be some terrific improvements associated with this project.

Meeting Minutes Review:

The committee reviewed draft minutes from October 19, 2016 and October 26, 2016.

Mr. Alessandri moved that the Finance Committee approve the minutes of October 19, 2016 as amended; Mr. Schrader seconded. No discussion. VOTE: 5-0-2 Doherty and O'Neill abstained.

Upcoming Meeting Schedule:

- November 10 -- Joint Meeting with Board of Selectmen and School Committee (Middle School Presentation Room)
- November 14 – Pre-town meeting at 6:30 PM, Medway High School

➤ December 14 – Regular Finance Committee Meeting

At 8:25 PM Mr. Ashok moved to adjourn; Mr. O'Neill seconded. No discussion. VOTE: 6-0-0.

Respectfully submitted,
Jeanette Galliardt
Night Board Secretary